



Fire Emergency Plan

This is an important document – Please ensure that you are familiar with its contents.

If you have any questions, please speak to the Duty Manager!

Your Responsibility!

This document is normally sent to you in advance of your visit to Dalesdown.

It is important that you, or a responsible leader in your team, reads the document thoroughly and takes responsibility for ensuring that they are familiar with its contents. When you arrive at Dalesdown, you, or the relevant leader, will be required to sign to say that you have received and read a copy of the document and agree to act on the directions contained in it.

Why is this document important?

This document summarises the procedures which will keep you and your group safe during your time at Dalesdown. It outlines the action you must take in the event of a fire related incident within or in the immediate vicinity of any building at Dalesdown.

A fire related incident includes:

- Discovery by any person of a fire or suspected fire in any part of the building or in the immediate vicinity of the building
- Activation of a Fire Alarm in any part of the building.

1. Your Arrival at Dalesdown

On arrival at Dalesdown you will be advised of your responsibilities as Group Leader with regard to Fire Safety.

You will also be provided with the name and contact telephone number of the Duty manager at Dalesdown.

There are two main buildings at Dalesdown. The first is the Iliffe Centre, which is mainly used for residential visits. The second is the Sellwood Centre, which is mainly used for day activities.

On arrival, you will be given a tour of the areas of the premises which you have booked by the Duty Manager.

Parking

Parking is available in the car parks for 80 vehicles. **It is essential that the turning circle at the front of the building is kept clear to facilitate the access of emergency vehicles.**

After dropping off and unloading, cars should be moved to the rear car parks.

It is essential that cars are parked properly, to allow access to the Sellwood Centre for the emergency services. This is a requirement whether or not you are using the Sellwood Centre during your stay.

All cars must be parked in the car parks. Parking on lanes surrounding Dalesdown is prohibited and will obstruct farm vehicles, and most importantly they may cause delays to fire and ambulance vehicles in the event of an emergency.

Iliffe Centre

If you are using the Iliffe Centre you should familiarise yourself with:

- The layout of the Iliffe Centre;
- The location of all Fire Exits;
- The location of Fire Doors;
- The location of Fire Fighting Equipment;
- The location of the Fire Assembly Point;
- The location of the Safe Area for wheelchair users;
- The location of the Fire Alarm Panel;
- The location of the Propane Gas and Heating Oil Storage areas on the Dalesdown site;
- The location of the Boiler Room (you should not need to access this room);
- The location of the rubbish disposal point;
- The action to be taken in the event of a fire related incident (outlined below);

Sellwood Centre

If your hiring includes the use of the Sellwood Centre for all or part of your visit, you should additionally familiarise yourself with:

- The layout of the Sellwood Centre;
- Access routes to the Sellwood Centre;
- The location of all Fire Exits;
- The location of Fire Doors;
- The location of the Fire Assembly Point;
- The location of the Fire Alarm Panel;
- The location of the rubbish disposal point;
- The action to be taken in the event of a fire related incident (outlined below);

Overnight sleeping in the Sellwood Centre is not permitted.



Location of Fire Assembly Points and Designated Safe Area

Providing Advice to residents

Group Leaders are responsible for ensuring that all members of their group are aware of their responsibilities for ensuring the safety of themselves and others. This includes ensuring that Fire Doors are not blocked or propped open, and corridors are kept free from obstructions.

The Group Leader must also advise group members of the action to be taken in the event of a fire related incident in any building or part of a building at Dalesdown including providing appropriate information to all residents on arrival at Dalesdown. Advice, including action to be taken in the event of a Fire Alarm activation, is displayed in each room.

Residents should be advised that in the event of a Fire Related Incident they should:

- Leave the building by the nearest Fire Exit and encourage others to do so.
- Make no attempt to gather their belongings before leaving the building.
- Activate the Fire Alarm using a call point if it is safe to do so on exiting the building.
- Make their way directly to the relevant Fire Assembly Point.
- Give any information with regard to the incident to the Group Leader.
- Wait at the Fire Assembly Point until told, to do otherwise by the Group Leader, the Dalesdown Duty Manager, or other responsible person.
- Use the path shown to avoid gas tank and heating oil tank.

Fire fighting equipment, including Fire Extinguishers, should not be used by the Group Leader or any other person unless they are trained to do so and can do so without placing themselves or others at risk of harm.

2. Additional Action to be taken by Group Leaders.

The Group Leader is responsible for ensuring that they maintain a list of all persons on site as part of their group including day visitors. This list should be available to the Group Leader at all times throughout their stay.

Under no circumstances should Fire Doors be obstructed or left open using any kind of prop or wedge. At the end of each day, the Group Leader should ensure that Fire Doors are in the closed position.

In the event of discovery of a fire or suspected fire in any part of the building or part of the building, the group leader shall:

- Ensure that all persons in the proximity of the fire or suspected fire are directed to make their way directly to the Fire Assembly Point.
- Activate the Fire Alarm by using the nearest call point if it is safe to do so.
- Leave the building by the nearest Fire Exit.
- Fire Extinguishers should not be used except by people who have been trained to use them, and then only when it is safe to do so.
- Summons the attendance of the Fire Service using the **999** - emergency telephone system. The correct location of Dalesdown is Honeybridge Lane, Dial Post, near Horsham, RH13 8NX. The following additional instructions should be offered to the operator:

*Leaving the A24 at the Old Barn, travel for 1.5 miles along Honeybridge Lane. Access to Dalesdown is via the lane on the left-hand side, signposted 'Dalesdown' and 'Pothill Farm'. Dalesdown is at the top of the lane on the right. Dalesdown's location using WHAT3WORDS app is '**notched.marked.treetop**' this will bring emergency services to the turning circle.*

- Go directly to the Fire Assembly Point.
- Take all necessary steps to confirm the safe evacuation of all members of the group.
- Contact the on-call Duty Manager using the contact telephone number provided. In the event that the Duty Manager cannot be contacted, call the next name on the list.

On the arrival of the Fire Service, the group leader is to identify themselves to the Fire Officer and act on their directions.

Under no circumstances should the group leader attempt to fight the fire or encourage others to do so unless they have been appropriately trained and can do so without placing themselves or others at risk of harm.

Sellwood Centre

When the Sellwood Centre is included in your hiring of the premises, the group leader accepts responsibility for the opening and closing of the Centre. When opening the premises it is essential that the front and rear fire doors are unlocked, to ensure that the emergency exits will operate.

3. Silencing the Fire Alarm

The Group Leader is not to take action to silence the Fire Alarm unless they are absolutely confident that the reason for the activation has been identified and that there is no evidence to suggest that there is or has been a fire or suspected fire.

If, after the Fire Services have been called, the Group Leader becomes aware that the reason for the activation has been identified and that there is no evidence to suggest that there is or has been a fire or suspected fire, the Fire Alarm is **NOT** to be silenced prior to the attendance of the Fire Services.

If the Group Leader is satisfied that:

- the reason for the activation has been identified beyond any doubt.
- there is no evidence to suggest that there is or has been a fire or suspected fire; and,
- the emergency services have not already been called,

the Fire Alarm may be silenced using the procedure provided in the Leaders Pack.

In the event of further activation of the Fire Alarm the premises should be evacuated immediately, and the emergency fire services called.

4. Guests with disabilities

Please consider the needs of any person with disabilities within your group. It is the responsibility of the group leader to establish a process for the support of group members with disabilities in the event of the need to evacuate the premises.

We recommend that you give careful consideration to setting up a 'buddy' system, to ensure that people with disabilities are supported in the event of an emergency. The role of the buddy will be to

- Alert those with hearing impairment of the emergency.
- Lead those with visual impairment to the Fire Assembly Point or other place of safety.
- Assist those with mobility impairment to exit the building quickly.

We recommend that the group leader makes use of the Personal Emergency Evacuation Plan proforma (Appendix A) to discuss personal response to emergencies with any member of the group who suffers from any disability. The PEEP will be activated immediately as the alarm is raised.

The purpose of a PEEP is to ensure the safety of the named individual in a building evacuation situation. The PEEP will also record the safety plan e.g., routes, corridors, stairs, or refuges etc, and identify those persons who will assist.

Copies of this form are available in the group leader's folder. If you have any concerns or queries about any issues raised, please speak to the Duty Manager on arrival or as soon as possible.

The group leader should consider holding a fire drill in order to monitor the effectiveness of any active PEEP.

It is recommended that wheelchair users or people with walking difficulties who exit from the front of the building, make their way to the disability refuge point next to the turning circle and await directions from the Group Leader or the Fire Officer.

5. PAT Testing

All portable electrical devices at Dalesdown are subject to regular PAT testing by an approved contractor. It is the responsibility of all group leaders to ensure that all electrical appliances brought to site by any group, for any purpose, are safe and tested to the appropriate standard.

Large appliances such as inflatables or water boilers must not be used without prior consultation with the Centre Manager. An additional charge may apply to the use of such items.

6. Smoking

Smoking is not permitted in or within 10 metres of any building at Dalesdown, or close to oil or gas storage areas. Particular care is to be taken to ensure that the outdoor kitchen area is not used as a smoking shelter. To avoid the risk of Fire Alarm activation, electronic cigarettes should not be used in any building.

7. Fire Pit and Barbecue

The fire pit and barbecue are available for the use of guests, and visitors may only make fires in the designated area. The Group Leader is responsible for ensuring that bonfires and barbecues are used responsibly and under the supervision of an adult. Fires should be extinguished using water.

8. Fireworks and Chinese Lanterns

Under no circumstances should fireworks or Chinese Lanterns be used anywhere on the site at Dalesdown. These represent a very high risk to visitors, residents and buildings at Dalesdown, and to livestock and crops in neighbouring fields.

Appendix A

Personal Emergency Evacuation Plan pro-forma

Personal Emergency Evacuation Plan

This form should be completed for any member of your group who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building and transferring them to an appropriate safe area.

A: Alarm System

1. I am able / unable to raise the alarm (delete as appropriate).

If unable to raise the alarm independently, please detail agreed alternative procedures.

2. I am informed of an emergency evacuation by:

Existing audible alarm system: Other (please specify):

B: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)

C: Designated Assistance (details of roles for team members designated to assist in executing evacuation plan)

D: Equipment Provided and its Location

E: Safe Routes (description of the primary and secondary escape routes)

A building layout plan should be attached to this form with routes clearly marked.

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

Group Member Signature:

Date:

Group Member Name (please print):

Group Leader Signature:

Date:

For further help and advice, please contact:

Duty Manager at Dalesdown

Dalesdown – PEEP Exit Routes



