Cambuslang Rugby Club - Fire Emergency Plan

Information

The Club has a hard-wired fire alarm system with inbuilt roof fire sensors throughout the building. Fire Call points are located adjacent to exit doors. Fire Call points are to be tested on a regular basis and the results recorded; any issues must be brought to the attention of the House Convenor.

The Fire Alarm panel is in the entrance foyer on the wall adjacent to the passenger lift. It displays any fire indications. The Alarm box key (on red fob) is in the adjacent lock box the code for which is known to staff and committee members.

Any person discovering and active fire anywhere in the building must immediately call 999 and ask for the fire service. Only if it is safe to do so may a competent person attempt to fight the fire, the preference will always be to call the fire service, retreat and evacuate the building.

The House Convenor will ensure that

- a clear passageway is maintained for all escape routes. Members should avoid cluttering the hallways in any manner which could restrict the safe egress of members or guests.
- escape routes are clearly marked – these should be as short and direct as possible.
- emergency doors open easily – and emergency lighting is functional
- that all firefighting equipment is in date, is appropriate and where it is supposed to be, fire extinguishers are not door stops and should not be used as such.

The House Convenor will also provide training to staff to ensure that they know how to use the escape routes and are competent to advise members and guests on safe escape routes.

The post holder will also

- set out a safe meeting point for staff.
- considered the needs of anyone who might not be able to escape quickly if there's a fire – for example, wheelchair users or people with visual impairments.

Fire Actions

- What to do on discovering a fire.
    - Any person discovering a fire in the building should immediately call 999 and ask for the fire service – fire can take hold rapidly and any delay can increase the danger to life and property.
- How to warn others if there is a fire.
    - Any person discovering a fire in the building should shout FIRE and seek a Fire Activation Point (located at all exits)– break the glass and activate the alarm.
    - If safe to do so they should advise any staff or committee member present and then leave the building.
- Calling the fire brigade.
    - Any person discovering a fire in the building should immediately call 999 and ask for the fire service
- Evacuation of the premises including those particularly at risk.
    - The on-duty staff member is, in the absence of a senior member of the committee, the Fire Marshall. They have the responsibility of ensuring the fire service have been called and thereafter ensuring the building is evacuated if safe to do so
    - When staff are not on duty the senior member present will become the Fire Marshall and act accordingly
    - The building lift should not be used in the event of fire, any person who is particularly at risk should be evacuated as a priority, if due to their disability they cannot safely descend stairs the Fire Marshall should remain with them ensuring that the Fire Service are immediately advised

that the Fire Marshall and the person at risk are still located within the building so that the service can prioritise the rescue.

- Power/process isolation.
    - Staff and committee members should be aware of the location of the electrical power boards in the club building
        - Corridor adjacent to 1XV Changing room – ground floor
        - Kitchen adjacent to the Pantry
        - Ski Store
        - Catering Cabin
- Places of assembly and roll call.
    - To ensure the safety of all persons and to permit clear access to the building persons evacuated from the main building should assemble on the hard standing adjacent to club food cabin.
    - If a fire has stared in the food cabin the assembly point should be the gate on the fence along Langlea Road.
- Liaison with emergency services.
    - The Fire Marshall will liaise with the emergency services
- Firefighting equipment– and where it is located.
    - Fire extinguishers are in the gents and ladies changing room corridors and in the kitchen on the first floor.