

Procedures in the event of a fire during an Open Meeting at the OLC

THIS UPDATE July 2015

PLEASE NOTE THAT THE OLC IS A NEW BUILDING WITH PLENTY OF FIRE DOORS.

Please also note that a fire door should keep a fire at bay for 30 minutes

The Fire Brigade in Berkshire aim to attend a fire 8 minutes from notification

The information for Birch Hill is at the bottom of this document

General Information

Date of last Fire Drill 8/8/2013 – Evacuation took 8 minutes (inc. Roll call)

As at January 2014, the names of the fire wardens are listed below:-

Name	Email address	Phone no
Greg Boys	gregjb.u3a@talktalk.net	01344 867370
Sheila Dwyer	terryandsheila.dwyer@btinternet.com	01344 450508
Jill Keates	jill.keates@yahoo.co.uk	01344-862817
Anne Pusey	annepusey@hotmail.com	01344 420873
Liz Bush	liz.bush@ntlworld.com	01344 640305
Diane Collins	sdcollins@waitrose.com	01344 455079
Bruce Collins	bruce.collins@ntlworld.com	01344 645681
David Fisher	davidnfisher@hotmail.co.uk	01344 412576

When possible 4 fire wardens should be available during the Open Meeting. Of these 2 should be allocated to move people down the main escape route, via the entrance door. The other 2 fire wardens will be allocated to move people out via the fire exit at the rear of the room down the spiral staircase. If there is a shortage of fire wardens on the day then members of the committee can be asked to act as extra fire wardens to ensure everyone gets out safely.

The trainer for the fire wardens is: Greg Boys, e mail: gregjb.u3a@talktalk.net

The Member on the door who collects the money, will put the register on the provided clipboards and they will remain on the desk until the end of the meeting. If the fire bell goes off, or a fire drill takes place, the Membership Secretary or if not available, the Chair, will take the register of members attending the meeting down to the Assembly Point, when he/she evacuates the building. The register will be kept on clipboards, with the alphabetical range on the reverse in very large print e.g. A – C, so that they are easily transported out of the building and are ready for use.

The orange jackets are brought to the Open meetings by the Chair, and handed out to the duty wardens who will only use them if there is a fire drill or if there is a fire.

The Assembly Point as at August 2013 until further notice is:

The car park (directly opposite the OLC back car park) on the other side of the road to the OLC in front of the new houses.

Evacuation Procedure

1. At all times members are requested to follow the instructions of the fire wardens
2. The 2 main evacuation routes are down the main staircase at the front of the room or down the spiral staircase at the rear of the room. Additional routes will be used if necessary as determined by circumstances, wardens will decide and direct members accordingly.
3. The fire wardens will direct the members attending the meeting to each exit, in order to get all members out of the building as quickly as possible those less nimble on their feet are asked to let the others pass in front of them.
4. Upon exiting the building members are to make their way to the assembly point as quickly as possible.
5. Once arrived at the assembly point, there will be a roll call led by the members who take the money at the door who will have the register of those attending the meeting. They will split the register into sections, and if necessary will ask other members to help. They will stand in a line holding the register alphabetically, so that evacuating members can go down the line and advise that they are safe & out of the building and be ticked off the lists.

Evacuation Procedure for the less able, e.g. those in wheelchairs, walk with sticks or other aids and those who are slower walkers.

IT IS THE RESPONSIBILITY OF EVERY MEMBER TO LEAVE THE PREMISES IN CASE OF FIRE. FIRE WARDENS ARE THERE TO ASSIST WHERE PRACTICABLE AND SAFE TO DO SO, WITHOUT PUTTING THEMSELVES AT UNDUE RISK OF HARM. IN THE EVENT OF A FIRE THOSE MEMBERS WHO ARE UNABLE TO NEGOTIATE THE STAIRS MAY ULTIMATELY HAVE TO WAIT FOR THE FIRE BRIGADE TO EFFECT A RESCUE

1. At all times members are requested to follow the instructions of the fire wardens
2. Those who are disabled, use sticks or are slow on their feet etc may need to wait with a fire warden until the more able bodied have exited onto the staircases. A fire warden will be with them and will move them to a safer area while they are waiting, if required.
3. Ultimately those who are disabled, will need to make a personal decision as to whether they wish to negotiate the stairs and do so albeit slowly and advise the fire warden accordingly.
4. If the fire is outside the main hall, and it is unsafe to use the main staircase, then the fire door will be closed and members directed to the rear of the hall. In these circumstances the wardens will attempt to use the rear of the hall as a refuge and members encouraged to descend the spiral staircase as safely as possible albeit slowly.
5. If the main staircase is available for use some refuge space is provided for those members unable to use the stairs e.g. in a wheelchair.
6. The main staircase (if available) is the most suitable exit for those with walking aids who wish to negotiate the stairs.
7. If the fire is inside the main hall, then members should leave the room by the most appropriate, and safest, route for them. The fire door will be closed as soon as possible after the room is empty to hold the fire back. Wardens will direct members to additional routes within the premises if safer to do so rather than all attempt to exit via the main staircase.
8. Where possible the fire wardens will communicate the names of all those members remaining in the building using the refuges, whether in the main hall, or elsewhere in the building to the assembly point staff. This should assist in accounting for everyone and provides a list to be given to the Fire Brigade when they arrive so that they know the number, location and names of members they need to rescue.

Birch Hill

Firewardens shouldn't need training as such. They should make themselves aware of all routes of exit, where the fire alarm call points are and where the assembly point will be.

Before each meeting they should check the exit doors fully open and there are no obstructions on the external route to the assembly point. Aisles should be made approx 4-5 feet wide with the seats in line with no more than 6 seats further from an aisle. A clearway made, and maintained at all times, between the entrance doors and the hall not less than the width of the hall doors e.g. double door width. Check that all exits can easily be reached without obstruction or trip/slip hazards.

AMENDED