



Shildon Railway Institute  
**Emergency Procedure  
Plan**

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# Shildon Railway Institute

## Emergency Procedure Plan

**This document outlines the Standard Emergency Procedure Plan for:**

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### 1. Overview

An emergency procedure is a plan of action to be followed in the event of an emergency, designed to minimise the risk to life and property.

Common types of emergencies that may require an emergency plan include fire, flood, earthquake, serious injury **or medical emergency**, explosion, and chemical spillage.

Quick and effective action may help to ease the situation and reduce the consequences, however, in emergencies, people are more likely to respond more reliably if they:

- Are well trained and competent.
- Take part in regular and realistic practice.
- Have clearly agreed, recorded and rehearsed plans, actions and responsibilities.

It is the responsibility of all management, committee and employees in our premises to practice the emergency procedure. As a community organisation and employer, it is also important that we do our best to ensure the safety of our employees, customers and visitors.

This plan outlines the following key points to follow.

- What to do on discovering the emergency.
- How to warn others of the emergency.
- Calling the emergency services.
- Evacuation **or securing** of the premises.
- Power/process isolation.
- Places of assembly and roll call.
- Liaison with emergency services once on site.

- Identification of key escape routes.
- What firefighting equipment we provide and locations.
- Everyone's specific responsibilities in the event of an emergency.

## **2. Sound of the alarm**

The sound of the alarm for any emergency **requiring evacuation of the building** will be the fire bell which is a continuous ringing bell which can be heard throughout the building. In the event of failure to reach the nearest alarm point or if for any reason the bell fails to work, a shouted warning, whistle or the bells behind both bars will be rang by hand in order to attract attention.

## **3. Raising the alarm**

In the event of an emergency **requiring evacuation of the building**, a member of staff will raise the alarm by activating the nearest break glass call point or commencing the manual way of shouting or use of the bar bell.

If the emergency is discovered by a visitor they must inform a member of staff immediately.

## **4. Action on activating or hearing the alarm**

Any staff or management committee on duty will take charge and lead the emergency evacuation. A member of staff will be clearly appointed at the start of each shift or changeover.

## **5. Contacting emergency services**

If there is more than one member of staff or management committee available at the time, 999 will be dialled and the appropriate emergency service (Fire Brigade, Ambulance or Police) asked to attend the premises. The staff member will give their name, premises address, contact number and a brief detailed description of the event.

Staff or Committee members wishing to contact the emergency services can do so by using their own personal mobile phone, as this may be closest to hand. **However if this is not possible there are telephones located behind the main bar and in the Committee Office.**

## **6. Evacuation procedure**

- Staff will commence evacuation of the building immediately, ensuring this is done in a calm and orderly manner. Where more than one area of the building is occupied, and if more than one

member of staff is present they will be designated an area each to evacuate.

- The use of 4 way radios will be used to liaise with each other ensuring a thorough and efficient evacuation.
- Assistance will be provided to any people needing additional help due to any poor mobility or disabilities. **A wheelchair is available for use and can be found in the disabled toilet if required.**
- Once staff have evacuated and checked their designated areas are clear, any doors or windows will be closed on the way out, **if safe to do so, to reduce flow of oxygen and spread of fire.**
- If safe to do so any equipment such as electrical items, machinery, gas bottles, as well as electric and gas mains will be switched off and isolated.
- All staff, customers and visitors will meet at the assembly point as instructed by the appointed staff in charge. This is also clearly signposted in the building and outside for anyone hard of hearing. The assembly point is opposite the main front entrance and over the road where the war memorial is situated.
- Once at the assembly point all staff, customers and visitors will be accounted for in the best possible way, using the signing in register and also by word of mouth checking and asking if anyone who was seated near you is present.
- If there is only one member of staff or management committee present during the emergency it is only at this stage when everyone is safe and off the premises that the call will be made to the emergency services by means of a mobile telephone.
- People will be asked to remain at the assembly point until the fire brigade or police attend the scene ensuring everyone's safety and accountability.
- On arrival of the emergency services the responsible member of staff will then liaise with them to give a full description of the situation.

Instructions will then follow of what to do next and people will be informed accordingly.

## **7. Identification of fire exits and key escape routes**

All fire exits are displayed in clear and illuminated signage in each area of the building. The locations are listed below:

- BASEMENT - Fire exit is up the stairs to the ground floor and via the main front entrance or concert hall doors.
- CONCERT HALL - Fire exits are the entrance door which will lead to the front door, as well as double fire doors in the centre of the room, leading to outside via a set of metal steps.

- BAR - The main bar door which leads into the hallway and to the front door exit, also there are double fire doors on the side wall of the building leading to outside as well as another door leading to the cellar then to the rear of the building if necessary.
- GROUND FLOOR CELLAR - There are 2 exits on the back wall which lead to the car park.
- FIRST FLOOR - There are 2 exits, the first being down the stairs and out via the front main entrance, the second one is in the gymnasium room, exiting down the metal fire escape on the side wall.

All fire exits lead to the path of the escape route in order to leave the building. The fire exits and escape route can be viewed in more detail from a diagram within the fire risk assessment with copies of these displayed inside the main entrance as well as in each room.

## 7. Firefighting equipment and locations

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so, for example, there is a clear means of escape and the fire is small.

**PERSONAL SAFETY ALWAYS TAKES PRIORITY AND IF IN ANY DOUBT, NO PERSON SHOULD ATTEMPT TO EXTINGUISH A FIRE.**

The fire extinguishers **are located in various zones** of the building at every fire exit or service area and are displayed clearly. Locations of them all can be seen clearly within the fire risk assessment.

## 8. Locations of key safety hazards and fire equipment

If safe to do so and on the advice of a responsible person key safety hazards will be isolated or switched off where possible.

These include:

- Gas Mains – located in the room left of the stage in concert hall.
- Electric Mains – located in the room right of the stage in concert hall.
- Electrical fuse boxes – located in ground floor cellar, office, concert hall.
- Gas cylinders – located in ground floor cellar.
- Electrical equipment in various areas including:  
Cellar - Coolers, fans, refrigerator, ice maker.  
Bar – TV, Sky boxes, bottle chillers, glasswasher, kettle, till, card reader.  
Office – Computer equipment

Concert Hall bar – Glasswasher, bottle chillers, halogen heater, till, wall fan heaters.

Concert Hall – PA system, disco equipment, slow cookers.

- Fire alarm control box - located in the office above the desk.

## **9. Equipment needed to effect the emergency plan**

In order to carry out a calm and safe evacuation, the use of the following equipment should maximise the efficiency and If they are within safe reach for staff the following items will be used:

- Mobile phone – to contact emergency services or responsible person.
- 4 way radios – to liaise between staff.
- Torches – in the event of darkness.
- Hi-visibility tabards – to make responsible people clearly visible
- Wheelchair – to help any people with mobility issues or a disability.
- **First Aid Kit – for first aid trained staff to address any minor injuries.**

This equipment will be regularly checked, tested and available in the event of an emergency.

## **10. Everyone's specific responsibilities in the event of an emergency**

Everyone has a responsibility for trying to prevent emergency situations by minimising risks and reporting any unsafe situations. Any hazards should be reported to a member of staff or management committee who will deal with the problem and resolve it in the best way possible. If they are unable to resolve the matter in house it will be passed it on to the appropriate service provider who can help.

In the event of an emergency evacuation it is important that everyone follows the clear instructions given in order to protect the health and safety of every person present during the situation.