

# FIRE PROCEDURES

**The procedures to be followed by staff, volunteers and any others present in the event of a fire, or emergency / serious incident:**

There are 3 Emergency Exits in the Grandstand Hall:

**Fire Exit A** –Main Entrance (Winning Post Assembly Point)

**Fire Exit B** – Trackside emergency exit (Winning Post Assembly Point)

**Fire Exit C** – Exit (Patient Car Park Assembly Point)

The Grandstand Hall is separated into 3 segments:

- Front – Waiting to be seen area
- Middle – Clinical vaccination area
- Rear – Waiting to leave area

Taking into consideration persons unable to walk unaided, wheelchair bound or may need assistance in evacuating the building:

Marshals and staff in the Front area should usher patients / visitors towards the nearest fire exit A or B.

Marshals and staff in the Middle area should usher patients / visitors towards the nearest fire exit A or B.

Marshals and staff in the Rear area should usher patients / visitors towards fire exit C. They should also check the Ladies and Gents toilets have been evacuated.

Marshals and staff on the front drive/main gate should usher patients / visitors towards the nearest grass carparks at the front of the building.

*It should be noted that Exit C does not have a ramp and therefore any persons with significant walking difficulties or a wheelchair bound should use an alternative exit – A or B.*

Once all persons have left the areas marshals and staff should exit through the appropriate nearest exit and help ensure evacuees report to the relevant Fire Assembly Point.

A designated person (site manager) should ensure the 2<sup>nd</sup> floor staff toilets have been evacuated, and ensure the Grandstand Hall has been evacuated in entirety.

Marshals covering the car park area should head to, and aid evacuees going to, the Carpark Fire Assembly Point.

Marshals covering the outside main entrance area should head to, and aid evacuees going to, the Winning Post Fire Assembly Point.

Marshals covering the outside front drive area should head to, and aid evacuees going to, the Grass car park Assembly Point.

PLEASE NOTE THAT EVACUATION ZONES MAY NEED TO BE ADJUSTED DEPENDING ON WHERE THE EMERGENCY IS – IN WHICH CASE PLEASE ENSURE THAT ALL PATIENTS AND STAFF ARE AS FAR AWAY FROM THE BUILDING AND EMERGENCY AS IS AS SAFELY POSSIBLE.

***No-one should re-enter the building until the Fire Brigade have confirmed it safe to do so.***

**Please note.**

- The fire alarm sounds throughout the entire venue regardless of where the alarm has been triggered.
- Should the fire alarm sound, the racecourse staff or their representatives will check the alarm location on the panel and investigate.
- Unless you can see smoke, smell burning or have concerns in the vaccination area, please reassure people it is likely to be a false alarm and do not evacuate - However, ready yourself and marshals to evacuate immediately if needed.
- The venue will reset the alarm panel if appropriate or give the order to evacuate.
- If at anytime any of the management team have any concerns about the safety of the staff and patients OR if the venue do not arrive within a few minutes - please speak to the site manager who will give the order to evacuate. In their absence, the clinical lead will give the order to evacuate.

***It is better to evacuate and it be a false alarm than to put people at risk of harm!***

**For site managers, marshal supervisors, clinical leads and pharmacy leads briefings:**

- Please ensure you mention fire procedures in every briefing regardless of how many times people attend shifts.
- Administrators and site support should be advised to lock the computers before evacuating if they are able (control, alt, delete) to without putting themselves at risk
- The vaccine room door should be locked shut by the PL or who every is closest if they are able to without putting themselves at risk
- Vaccine in the PODS can be left in the PODS if it is an emergency – if possible, and if there is time without putting themselves at risk, vaccinators should put vaccine syringes into the sharps bins rather than leaving unattended.
- Do not stop to collect personal belongings

