

FIRE EVACUATION PROCEDURE

Arbour Park Community Football Stadium
Stoke Road, Slough, Berkshire
SL2 5AY

Fire Procedures at Arbour Park

FIRE ALARM:

- The fire Alarm is a **CONTINUOUS SIREN**.

ASSEMBLY POINT *(see appendix 1, which indicates your assembly point, these are also posted in areas around the building): -*

**ON MATCH DAYS – Public to Completely Leave Site via the Nearest Exit,
Staff to Assemble in the Car Park**

ON ALL OTHER DAYS – Arbour Park Community Car Park

BE AWARE OF ROAD TRAFFIC OR OTHER OBSTACLES THAT MAY BE PRESENT ON THE EVACUATION ROUTE.

IF YOU DISCOVER A FIRE

1. Raise the alarm by operating the nearest Fire Alarm Call Point; these are usually located near the Exit Doors.
2. Leave the building by the nearest available exit and proceed **STRAIGHT TO** the assembly point. **DO NOT GATHER OR STOP AT OTHER AREAS** i.e. walkways, kitchens etc.
3. If the fire is of waste paper bin size and you have received full fire extinguisher training and **only if you feel it is safe to do so**, you may attempt to extinguish the fire using the appropriate extinguisher. You must not put yourself at risk.
4. If you know the whereabouts of the fire communicate this to the Fire Warden or Steward, so he/she can communicate this to the Fire Incident Officer (Duty Facilities Officer), who will be liaising with the Fire Brigade.
5. Please be aware that the Fire Alarm at Arbour Park automatically notifies the CCTV Control Room when the alarm is raised. However, the duty **Facilities Officer MUST CALL CCTV** on activation of the alarm, to ensure the signal has been received and the Fire Services have been called in the event of an outbreak of Fire.
6. The Fire Alarm is on a second knock system. Therefore in the event of an emergency and the fire alarm being activated, the alert will immediately go to the duty Facilities Officer's mobile and raise an alarm in the local office inside the building. It will also alert the CCTV control room. This will enable the Facilities Officer to commence investigation where safe to do so. If the matter has not been dealt with within 3 minutes and the Facilities Officer has not been able to silence the alarm following confirmation that it is definitely a false alarm, the system will trigger a second alarm, activating the alert throughout the stadium and the building. Therefore full evacuation of the site should commence.

ON HEARING THE FIRE ALARM – ON MATCH DAYS

1. In the event of the fire alarm being sounded, spectators should be directed to completely leave site via their nearest fire exit and not return to site. Staff will evacuate to the **assembly point – Arbour Park Car Park**.
2. Stewards will support evacuation of the site by evacuating spectators in a co-ordinated manner to the nearest external exit gates, through to the car park and then to the main exit where spectators can leave site completely.
3. Spectators are requested to vacate the stadium calmly and quickly to assist with a safe evacuation.
4. Anyone inside the building when the Fire Alarm is raised should evacuate via their nearest fire exit (***as shown in appendix 2***) and make their way to the assembly point.

ON HEARING THE FIRE ALARM – ON ALL DAYS EXCEPT MATCH DAYS

1. Immediately vacate the premises by the nearest available exit (***see appendix 2 for maps showing where Fire Exits are located in each area***) and proceed to the assembly point. **Ensure** you know the next available exit (in case the nearest is not accessible), use the shortest possible route.
2. If you are a host to non-permanent staff (i.e. visitors) or the hirer, please ensure all your visitors are guided out of the building.
3. **If safe to do so**, close all doors behind you.
4. Where safe to do so, Fire Wardens will help vacate their area, instructing everyone to leave the building and make their way to the assembly point.
5. Where safe to do so, the dedicated helper and wardens will assist disabled individuals or anyone who requires assistance to vacate the building.
6. **DO NOT:**
 - Panic or run
 - Use lifts
 - Collect personal belongings
 - Take drinks with you
 - Gather in alternative areas other than your assembly point
7. On evacuation, the Fire Wardens will report to the ***Fire Incident Officer (duty Facilities Officer) who will be located at the Assembly Point***. The wardens will clarify that their area is clear and communicate any concerns. The Fire Incident Officer will require confirmation from Fire Wardens/Stewards that all areas were successfully cleared. The Fire Incident Officer will collate all necessary information using the Arbour Park Fire Evacuation checklist (***see appendix 3 below***) having been briefed by each Fire Warden and forward this immediately to the Fire Rescue Service.

8. If safe to do so, First Aiders must take their first aid box and waistcoat with them on evacuation. ***Once outside the building, they will then need to make their way to the Fire Incidents Officer***, to establish if any first aid attention is required.
9. **No one should re-enter the building** until instructed that it is safe to do so by the Stewards who will await the instruction of the Senior Steward and Facilities/Safety Officer, following consultation with the Fire Brigade.

PLEASE NOTE IT IS THE RESPONSIBILITY OF ALL BUILDING USERS TO:-

- To study the Fire Procedure notes and to know what action to take in the event of a fire.
- To know all the means of escape (nearest and alternative) from your area and where the Fire Alarm Call Points are situated.
- To ensure **all** means of escape routes are kept clear of obstructions at all times.
- Know who the Fire Wardens are and where they are located.
- Know the location of their Fire Assembly Point and the nearest Fire Exits.
- Know that the Arbour Park Fire Alarm is tested on a weekly basis every Tuesday at about 8.30am and this involves a short sounding of the alarm. Unless notified by the Facilities Officer or a Fire Warden, an alarm sounding for a prolonged duration must be assumed an emergency and the evacuation procedure must be followed.
- Building users must ensure that individuals with impaired mobility have a Personal Emergency Evacuation Plan (PEEP) developed with them, which includes an agreed safety location and action to take in such an emergency. A PEEP should contain details of the escape route the disabled person will use. Clear, unobstructed gangways and floor layouts should be considered at the planning stage.

PERSONS OF RESPONSIBILITY DURING AN EVACUATION

ALL STEWARDS, SAFETY OFFICERS, FIRST AIDERS AND FACILITIES OFFICERS MUST WEAR THEIR FLUORESCENT JACKETS AT ALL TIMES, AS THIS IDENTIFIES THEM DURING AN EMERGENCY EVACUATION.

- 1. FIRE INCIDENT OFFICER (SBC Facilities Officer) will be co-ordinating an evacuation supporting by Safety Officer, Stewards, Fire Wardens, volunteers and other Officers onsite.**

The Fire Incident Officer (Duty SBC FO) and Safety Officer shall be readily recognisable with a distinctly coloured and titled coat or tabard worn outside his/her clothing at all times during the event **as detailed on Appendix 4 below.**

When an Officer receives a Fire Alarm alert, if safe to do so, they will go to the Fire Alarm Panel to establish the location/zone of the potential fire. **ONLY IF SAFE TO DO SO** and they are confident that it may be a false alarm, they will investigate the location.

If they discover it is definitely a false alarm they will silence the fire alarm panel within 3 minutes to prevent the second knock triggering a full evacuation. This should be followed by a call to the CCTV Control room to notify them of the false alarm.

If they discover it is a potential real fire, they must immediately raise the alarm and notify CCTV using their mobile phone. If safe to do so, they must support evacuation and then make their way to the assembly point where they will liaise with the Fire Services and Fire Wardens/Stewards, confirming site clearance using the Fire Checklist.

Where safe to do so and prior to evacuating the building, they will go to the nearest refuge intercom to communicate with persons who may have evacuated to this location. Once precise location is established they will notify the fire service.

If due to safety issues the Officer is unable to go to the intercom, this information will be immediately communicated to the Fire Rescue Service on their arrival, so they can take appropriate action.

At the assembly point the Officer will liaise with hirers/stewards to confirm clearance of the building. They will immediately notify the Fire Rescue Service on their arrival of the whereabouts of the fire and highlight any concerns or issues i.e. areas unconfirmed as clear.

- 2. SENIOR STEWARD AND STEWARDS – FIRE WARDENS (FOR FOOTBALL MATCH DAYS ONLY)**

The Stewards shall be readily recognisable by the wearing of a coat or tabard (**See Appendix 4 for colour codes**). These should be worn at all times during the event/booking.

It is the responsibility of the match organiser/hirer not Slough Borough Council, to ensure that the sufficient number of stewards are employed, stewards are fully competent and trained. They shall also ensure that before beginning duty at a specified activity, each Steward shall be briefed thoroughly, be handed a copy of his/her instructions and be made fully aware of his/her general responsibilities and his/her duties in the event of an emergency. Records shall be kept of such briefings and be available to Slough Borough Council Officers on request.

The number of Stewards will be no less than – 2 or 1 per 100 of attendance for external stewards and a minimum level of 4, or 1 per 100 for internal stewards.

Stewards shall undertake the following duties:-

- Understand their general responsibilities toward the health and safety of all categories of spectators (including those with disabilities, and children), other Stewards, ground staff and themselves;
- Carry out pre-event safety checks;
- Control or direct spectators who are entering or leaving the Stadium to help achieve an even flow of people into and from the viewing areas;
- Assist in the safe operation of the ground
- Staff entrances, exits and other strategic points, for example segregation, perimeter and exit doors or gates, preventing overcrowding
- Recognise crowd conditions so as to ensure the safe dispersal of spectators
- Assist the emergency services and Slough Borough Council Facilities Officer as required;
- Provide basic emergency first aid.
- Respond to emergencies (such as the early stages of a fire), to raise the alarm and take the necessary immediate action
- Undertake specific duties in an emergency or as directed by the Safety Officer or the appropriate emergency service officer.
- Ensure there are a number of Stewards/Wardens allocated to each area. All Wardens/Stewards within each area will decide amongst themselves how they will cover the duties.
- Each exit shall be staffed during a specified activity and shall be opened immediately in the event of an emergency and at least 10 minutes before the end of the event, except where in particular circumstances the Senior Police Officer

judges it necessary in the interests of maintaining public order he/she may require other arrangements which shall be notified to the Safety Officer. Arrangements shall be made to all spectators who wish to leave before the end of the event, to be directed to appropriate exits, controlled so as to prevent other persons gaining unauthorised entry.

3. RESPONSIBILITIES OF FIRE WARDENS/STEWARDS WHEN AN EVACUATION IS REQUIRED (all hirers to any part of the Arbour Park internal or external areas of the building must have their own wardens to support evacuation and their own risk assessment and method statement for responding to such emergencies and in compliance with the council's procedures):

- Open the Football Pitch Gates.
- Responsible for instructing people to evacuate the building by the nearest available exit.
- Where safe to do so, they must ensure that the area they are responsible for is fully evacuated, including toilet/rest areas as detailed on the Arbour Park Evacuation Checklist (**See Appendix 3 below**)
- This should include the toilets, kitchen etc. where appropriate.
- Where safe to do so, Fire Wardens/Stewards will use the Evac chair where necessary to help fully evacuate individual/s with disability/mobility impairment.
- The Warden will place the individual in a refuge point to one side near the fire exit (to wait for the congestion to reduce).
- If the fire is in this area, then the Evac chair and individual/s should be transferred to one of the alternative fire exits.
- Once the staircase is clear and it is safe to do so they will use the Evac chair to help evacuate the individual/s.
- PLEASE NOTE: IT IS THE WARDENS/ STEWARDS RESPONSIBILITY TO KNOW WHERE THEIR NEAREST EVAC CHAIR IS LOCATED. THE FIRE EVAC CHAIRS ARE KEPT IN REFUGE POINTS ON 1ST FLOOR BY THE LIFT AND WEST STAND (FOR CLARIFICATION PLEASE CONTACTS FACILITIES OFFICER MOB NO 07876 596891).
- If full evacuation was not possible of disabled person/s, the Fire Warden/Steward should report the details and location of the person waiting at refuge point to the Fire Incident Officer (SBC Facilities Officer) at the assembly point.
- Where safe to do so, close doors and windows on evacuation as this will help to limit fire and smoke spreading.
- On leaving the building, the Fire Warden/Stewards must report to the Fire Incident Officer (SBC Facilities Officer) who will be **LOCATED AT THE ASSEMBLY POINT**. They will need to clarify that areas are vacated and forward any concerns to the Officer. For example, communicate the details and location of any person who refuses to evacuate or cannot be evacuated to the assembly point for reasons of safety or disability using the Evacuation Checklist (**See appendix 3 below**)

5. FIRST AIDERS

- Upon hearing the fire alarm and where safe to do so, all officially appointed First Aiders on site are to collect their First Aid Box and go to the assembly point. **They**

will liaise with the Senior Steward or Fire Incident Officer who will be located at the ASSEMBLY POINT, to establish if any first aid attention is required.

ARBOUR PARK LIST OF FIRE WARDENS AND PERSONS OF RESPONSIBILITY

Emergency Contacts: - Arbour Park Duty Facilities Officer - 07876 596891
 Leo Yousef (Building Manager) - 07771 555869
 Charan Dhillon (Head of Facilities Management) - 07768 840155

Fire incident Officers: - Slough Borough Council Facilities Officer & Football Clubs Senior Steward (on match days only)

AREA	NAME	CONTACT DETAILS. DEPARTMENT
Ground Floor ALL Internal Areas	Duty Facilities Officer x 2	As Above
First Floor ALL Internal Areas including the Terrace and West stand.	SLOUGH TOWN FC MATCH DAY CLUB STAFF:- As per event plan and Steward match plan Club Safety Officer Senior Steward Stewards as per match plan	
MATCH DAYS • Ground Floor ALL External Grounds &	SLOUGH TOWN FC MATCH DAY CLUB STAFF:- As per event plan and Steward match plan	

Spectator Areas <ul style="list-style-type: none"> • Club Shop • Food/Kitchens 	Club Safety Officer Senior Steward Stewards as per match plan	
NON MATCH DAYS – Hirers Area	Hirers	

IMPORTANT NOTES: - All Fire Wardens/Stewards dedicated to each area must agree which areas they will check prior to any booking taking place.

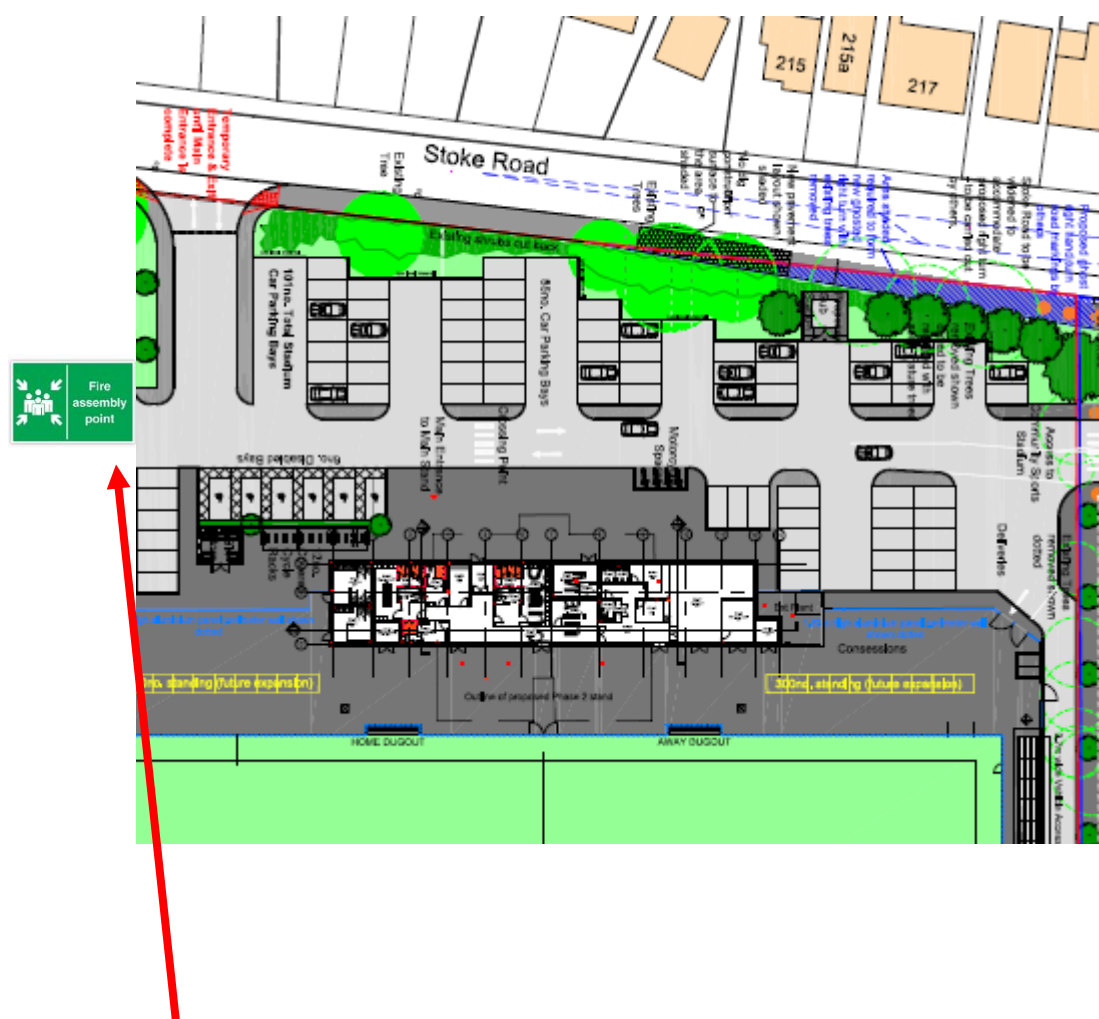


First Aiders List

NAME	CONTACT NUMBER
Derek Vincent (Facilities Officer)	07876 596891
Attiq Uddin (Facilities Officer)	07876 596891
Sukhi Sohal (Facilities Officer)	07876 596891
Davinder Singh	07876 596891
Football Club Representative (On Match Days as per match event plan)	

APPENDIX 1

Assembly Point on NON MATCH DAYS & MATCH DAYS FOR STAFF ONLY – Arbour Park Car Park



Assembly Point – Arbour Park Car Park

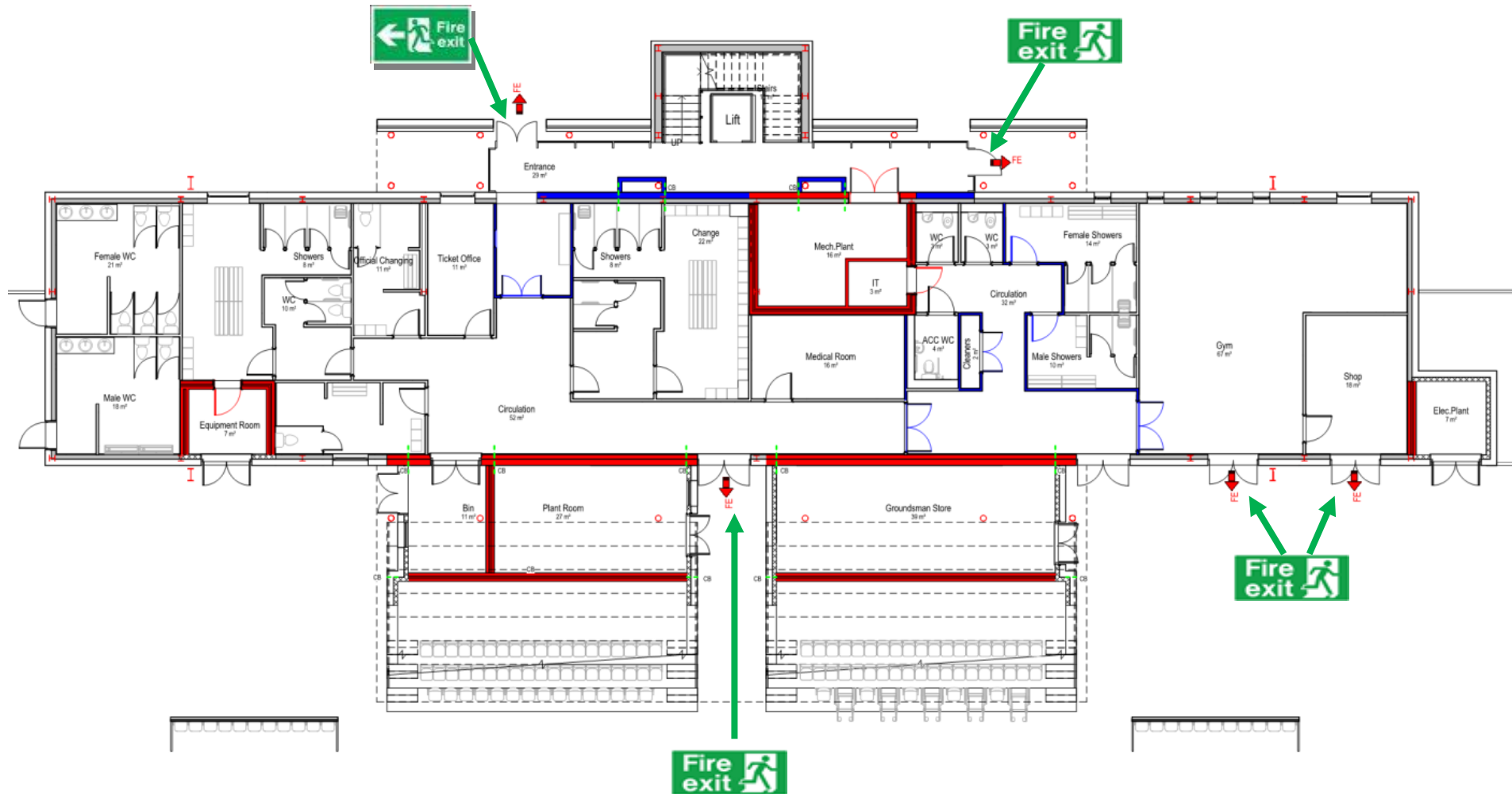
Appendix 2 –

Arbour Park

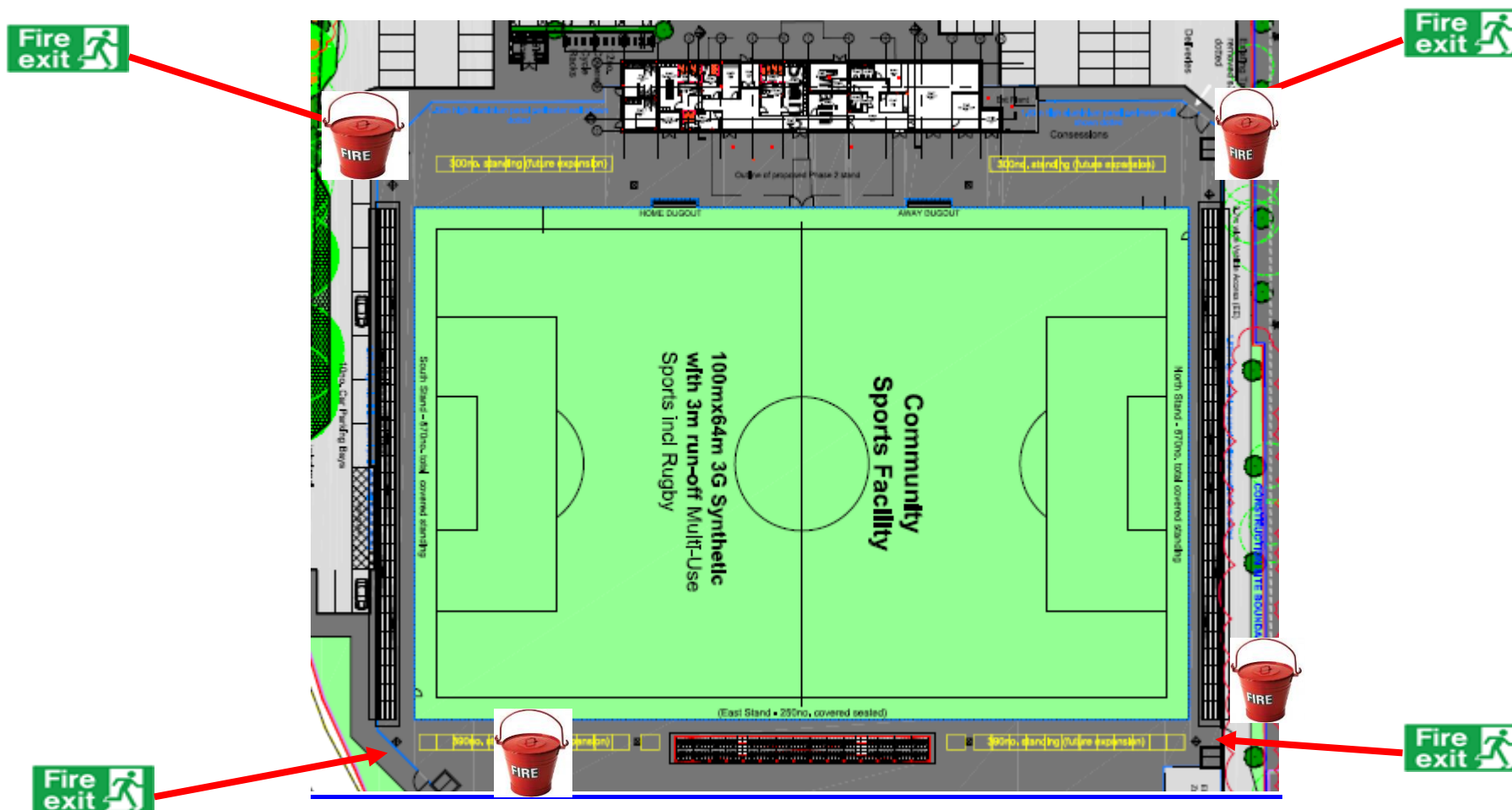
Fire Exits Plan

Arbour Park Ground Floor Fire Exits

Fire Exits highlighted by Green running man



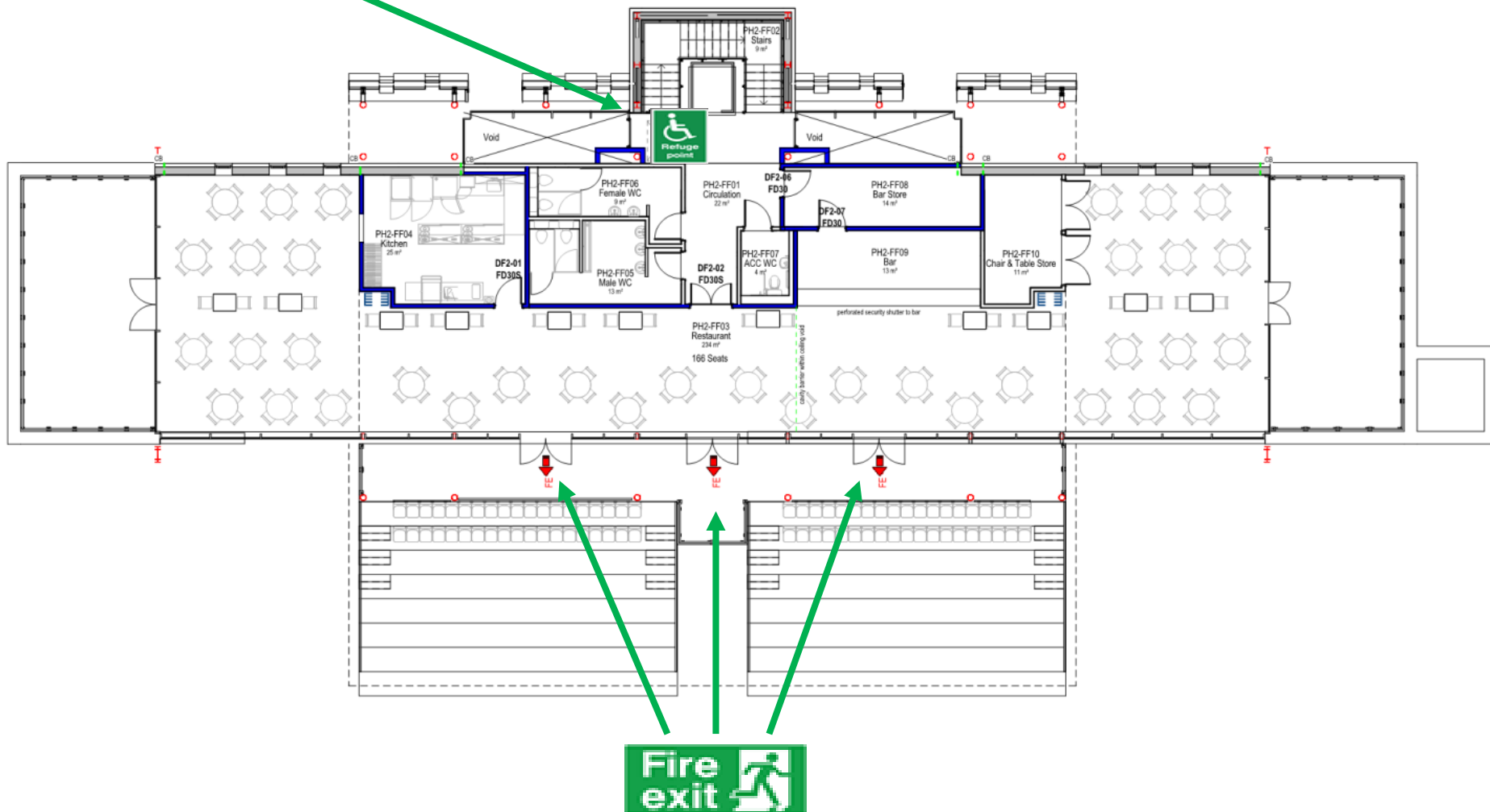
Arbour Park Ground Floor – EXTERNAL GROUNDS AREA FIRE EXITS & LOCATION OF FIRE BUCKETS.



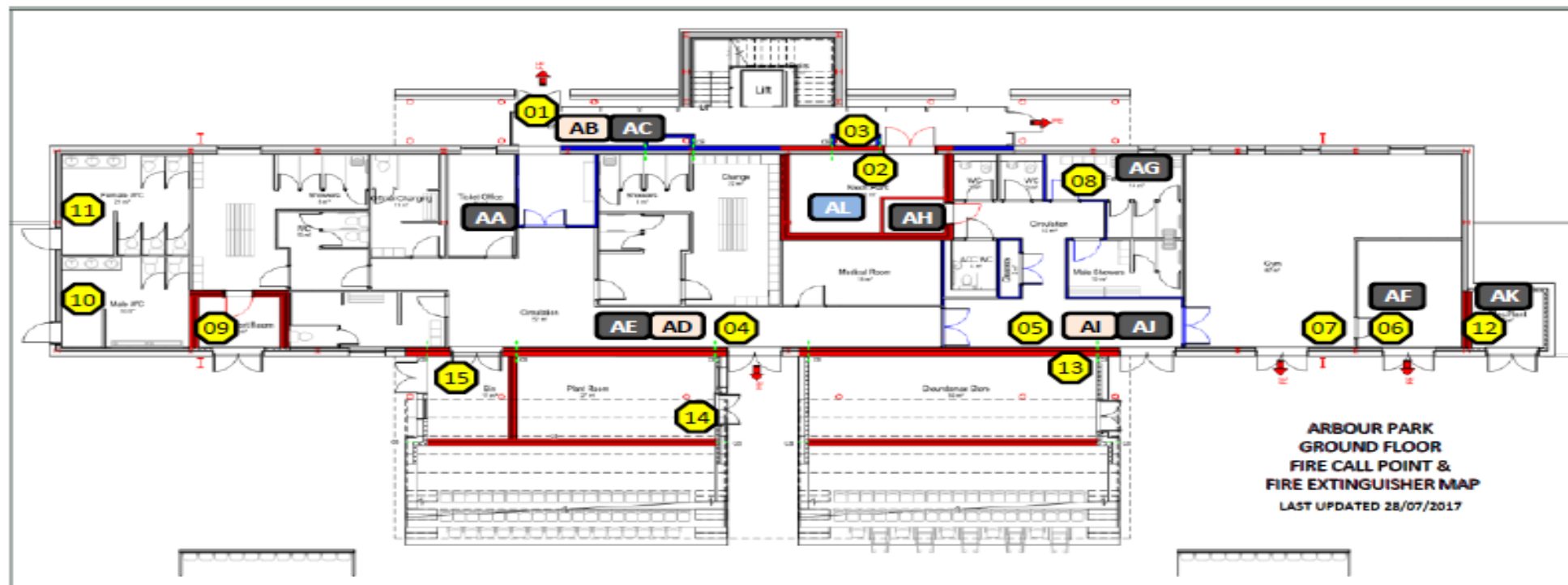
Arbour Park 1st Floor and Refuge Area

Fire Exits highlighted by Green running man

Disabled refuge point



CALL POINTS & FIRE EXTINGUISHER LOCATIONS

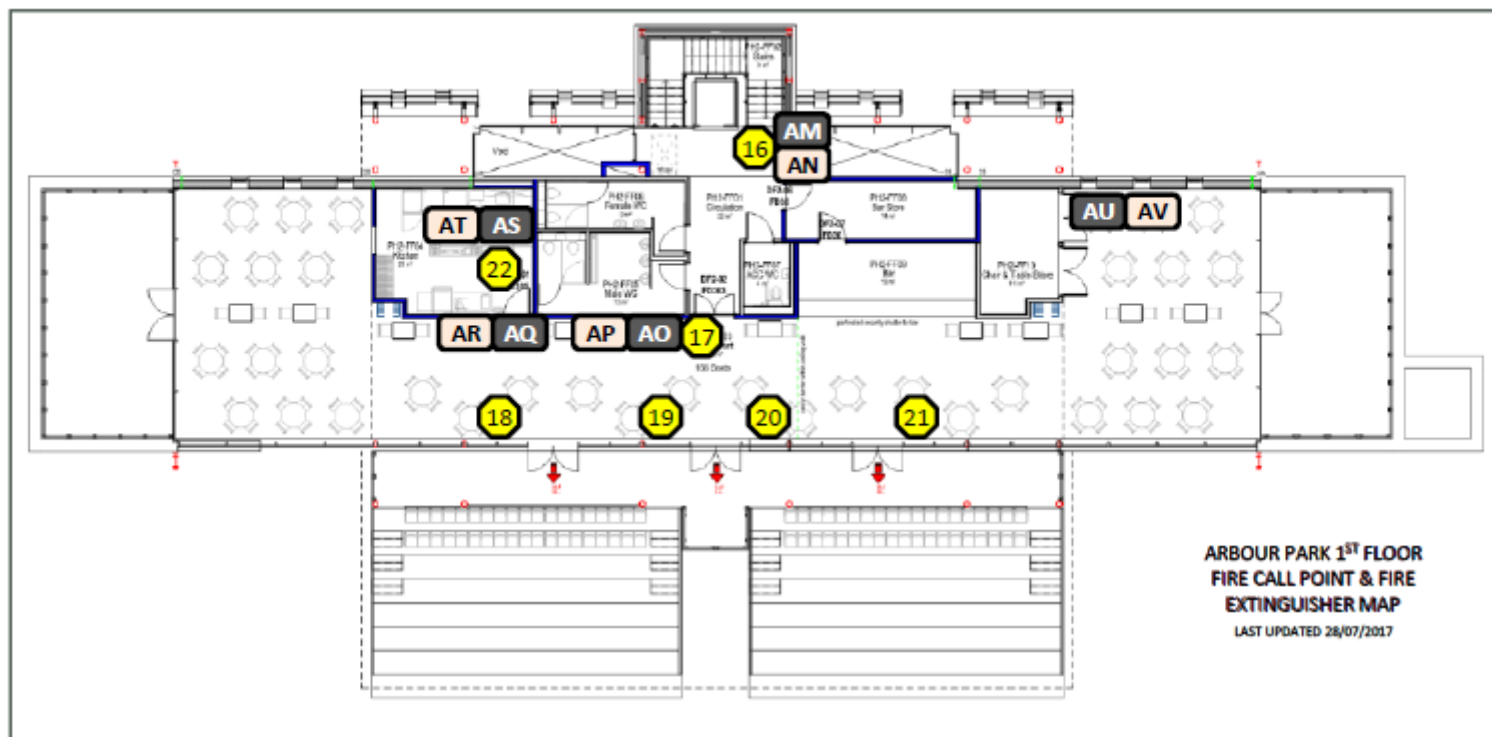


FIRE CALL POINTS
01 - MAIN ENTRANCE
02 - INSIDE MECHANICAL PLANT ROOM
03 - OUTSIDE MECHANICAL PLANT ROOM
04 - TUNNEL FIRE EXIT DOOR
05 - FIRE EXIT DOOR (NEAREST SERVICE CUPBOARD)
06 - SHOP
07 - CLUB ROOM
08 - GROUND FLOOR KITCHEN
09 - EQUIPMENT ROOM

FIRE CALL POINTS
10 - EXTERNAL MALE TOILETS
11 - EXTERNAL FEMALE TOILETS
12 - ELECTRICAL PLANT ROOM
13 - UNDER MAIN STAND-NORTH STORE
14 - UNDER MAIN STAND-AHU PLANT ROOM
15 - UNDER MAIN STAND - SOUTH STORE

FIRE EXTINGUISHERS
AA - OFFICE CO2 EXTINGUISHER
AB - FRONT ENTRANCE FOAM EXTINGUISHER
AC - FRONT ENTRANCE CO2 EXTINGUISHER
AD - CORRIDOR FOAM EXTINGUISHER
AE - CORRIDOR CO2 EXTINGUISHER
AF - SHOP CO2 EXTINGUISHER
AG - GROUND FLOOR KITCHEN CO2 EXTINGUISHER
AH -IT/COMMS ROOM CO2 EXTINGUISHER

FIRE EXTINGUISHERS
AI - CLUB ROOM FOAM EXTINGUISHER
AJ - CLUB ROOM CO2 EXTINGUISHER
AK -ELEC. PLANT RM CO2 EXTINGUISHER
AL - MECH. PLANT RM POWDER EXTINGUISHER



FIRE CALL POINTS
16 - 1 ST FLOOR LOBBY
17 - INSIDE BAR AREA LEFT TO ENTRANCE DOORS
18 - INSIDE BAR AREA ON EAST WALL 1 OF 4 (1 ST ON RIGHT)
19 - INSIDE BAR AREA ON EAST WALL 2 OF 4 (2 ND ON RIGHT)
20 - INSIDE BAR AREA ON EAST WALL 3 OF 4 (3 RD ON RIGHT)
21 - INSIDE BAR AREA ON EAST WALL 4 OF 4 (4 TH ON RIGHT)
22 - 1 ST FLOOR KITCHEN

FIRE EXTINGUISHERS
AM - 1 ST FLOOR LOBBY NEAR LIFT CO2 FIRE EXTINGUISHER
AN - 1 ST FLOOR LOBBY NEAR LIFT FOAM FIRE EXTINGUISHER
AO FIRST FLOOR BAR AREA (NEAR ENTRANCE) CO2 FIRE EXTINGUISHER
AP FIRST FLOOR BAR AREA (NEAR ENTRANCE) FOAM FIRE EXTINGUISHER
AQ - FIRST FLOOR BAR OUTSIDE KITCHEN CO2 FIRE EXTINGUISHER
AR - FIRST FLOOR BAR AREA OUTSIDE KITCHEN FOAM FIRE EXTINGUISHER
AS - FIRST FLOOR KITCHEN CO2 FIRE EXTINGUISHER

FIRE EXTINGUISHERS
AT - FIRST FLOOR KITCHEN FOAM FIRE EXTINGUISHER
AU - TRAINING ROOM 2 CO2 FIRE EXTINGUISHER
AV - TRAINING ROOM 2 FOAM FIRE EXTINGUISHER

Appendix 3

Arbour Park Community Stadium Fire Evacuation Checklist

ARBOUR PARK EVACUATION CHECKLIST				
The Fire Incident Officer (SBC Duty FO) having been briefed by each Fire Warden at Assembly Point to collate all necessary information and provide this to the Fire Rescue Service immediately.				
Area	CHECKED	INITIALS		
GROUND FLOOR			CCTV CONTROL ROOM 01753 875895 OPT 1	
MAIN ENTRANCE CORRIDOR			Additional information	
MECHANICAL PLANT ROOM				
UNDER LIFT CUPBOARD				
OFFICE				
OFFICIAL CHANGING ROOM WEST				
AWAY CHANGING ROOM				
EQUIPMENT ROOM INTERNAL DOOR				
OFFICIAL CHANGING ROOM EAST				
MEDICAL ROOM				
GROUND FLOOR CORRIDOORS				
GROUND FLOOR DISABLED TOILET				
IT SERVER ROOM				
UNISEX TOILET 1 OF 2 (LEFT)				
UNISEX TOILET 2 OF 2 (RIGHT)				
GROUND FLOOR KITCHEN				
UNISEX CHANGING ROOM				
CLUB ROOM				
CLUB SHOP				
FIRST FLOOR				
LIFT				
REFUGE POINT				
INTERNAL STAIRWELL				
1ST FLOOR BAR STORE				
1ST FLOOR DISABLE TOILET				
1ST FLOOR WOMEN'S TOILET				
1ST FLOOR MEN'S TOILET				
TRAINING ROOM 1 (SOUTH)				
SOUTH TERRACE				
TRAINING ROOM 2 (NORTH)				
TRAINING ROOM 2 STORE CUPBOARD				
NORTH TERRACE				
BAR AREA				
EXTERNAL AREAS				
MAIN STAND				
NORTH STAND				
EAST STAND				
SOUTH STAND				
EXTERNAL MALE TOILETS				
EXTERNAL FEMALE TOILETS				
PITCH				
TURNSTILES				
EXTERNAL FEMALE TOILETS				
			NAME:	
			DATE:	

Appendix 4

The Following Distinctly Coloured and Titled Coat or Tabards will be worn at all Times during Event/ Match Days

Title	Colour
The Fire Incident Officer	Orange Colour
The Safety Officer	Blue Colour
Stewards	Yellow
Turnstiles	Orange Colour
First Aiders	Green Colour