

## South Side Community Centre Emergency FIRE Action Plan

The leader of each group using the centre is responsible for familiarising themselves with the Fire Evacuation Procedures for the building, as below. Please keep a register of people attending your group to use in the event of a fire. Should you have any other queries, please ask in the office.

As of 1st July 2023, The Scottish Fire and Rescue Service (SFRS) will NOT automatically respond to any Automated Fire Alarm signals generated from non-domestic non-sleeping premises. In all cases of activation of the fire alarm system the process of evacuation must take place.

### **Protocol One: When there are sufficient CEC staff on site**

Simultaneously the nominated CEC member of staff on site should carry out a safe investigation as to the cause of the alarm.

This can be done by:

- a) Checking the fire alarm panel as to the zone and location of the activation. (you may need to check the fire alarm zone plan next to the fire alarm panel to assist you)
- b) Take a radio or phone with you to investigate the location in activation mode while a second person remains at the fire alarm panel with a radio / mobile phone so they can communicate with the person investigating. Ideally 2 people should investigate but, if resources don't permit, 1 person can investigate provided they are armed with a fully charged radio/ mobile phone and are in constant contact with the person at the fire panel.
- c) If there is fire or signs of a fire then ring 999. Stating the centre's address - **Southside Community Centre, 117 Nicolson Street, Edinburgh, EH7 9ER**
- d) If there are no signs of fire then the nominated person will silence the alarm and reset the panel and allow re-entry of people to the building

### **Protocol Two: If only one member of CEC staff on site**

- 1) The alarm sounds
- 2) The building is evacuated following the normal evacuation procedures
- 3) If there is fire or signs of fire ring 999, give address with post code and await attendance. Give relevant information to fire service
- 4) If you are unsure if there is a fire call the FM Incident response number for your locality and tell them you need assistance to check for fire or signs of fire.

FM Incident Response - SE	0131 529 6549
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### **Protocol Three: If keyholder(s) is managing the building**

- 1) The alarm sounds
- 2) The building is evacuated following the normal evacuation procedures
- 3) Keyholders check for fire or signs of fire. This should be done with a minimum of 2 people. One person stands by zone panel with a phone. The second person, also with a phone, will then need to check for fire or signs of fire (refer to SFRS video for guidance).
- 4) If there are signs of fire ring 999, give address with post code and await attendance. Keyholder gives relevant information to fire service
- 5) If there are no signs of fire and you are reassured the alarm is false you have 2 options

**Option One:** If you are confident and have been trained on site procedures you can re-set the fire panel and allow people to re-enter building.

**Option Two:** Call 0131 200 2000, which is the CEC main contact number. Explain the situation to them and ask if someone can attend to re-set the fire panel.

Notify CEC staff at the earliest opportunity that a false alarm has occurred so they can record.

### **Fire Evac Process -**

- **If you discover a fire, activate the alarm by means of the nearest fire alarm panel point. Exit the building and call 999 for the emergency services giving the following Centre address: Southside Community Centre, 117 Nicolson Street, Edinburgh, EH7 9ER, Tel No: 0131 667 0484. Confirm to the Fire services that there is a fire.**

- On the sound of the fire alarm, you should exit the building as soon as possible. Follow exit signs. Instructions on the nearest fire action notice will tell you the nearest assembly point. You should leave the building and gather at:

**Assembly Point:      *Foot of Quarry Close***

**If in doubt, get out!**

- A roll call should be taken as soon as is practicable at the assembly point. Tutor/Group leaders should bring their group member lists and check off those present. Please have this to hand when your group is running, with a record of who is in attendance.
- User groups of the centre should be made aware of emergency fire action procedures relevant to parts of the building they will be using, in particular: escape routes, fire action notices and assembly point. Considerations should be made for special measures needed for specific group members –a PEEP plan should be in place
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- The member of staff in charge in the event of an emergency evacuation should meet with the emergency services on their arrival to assist with notifying them of the situation, the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

Fire Alarm checks will take place on Friday morning. This is not a fire evacuation drill, but a check on whether the alarm works, however if an alarm sounds at this time which is not stopping, it is not a test and you should evacuate as above.

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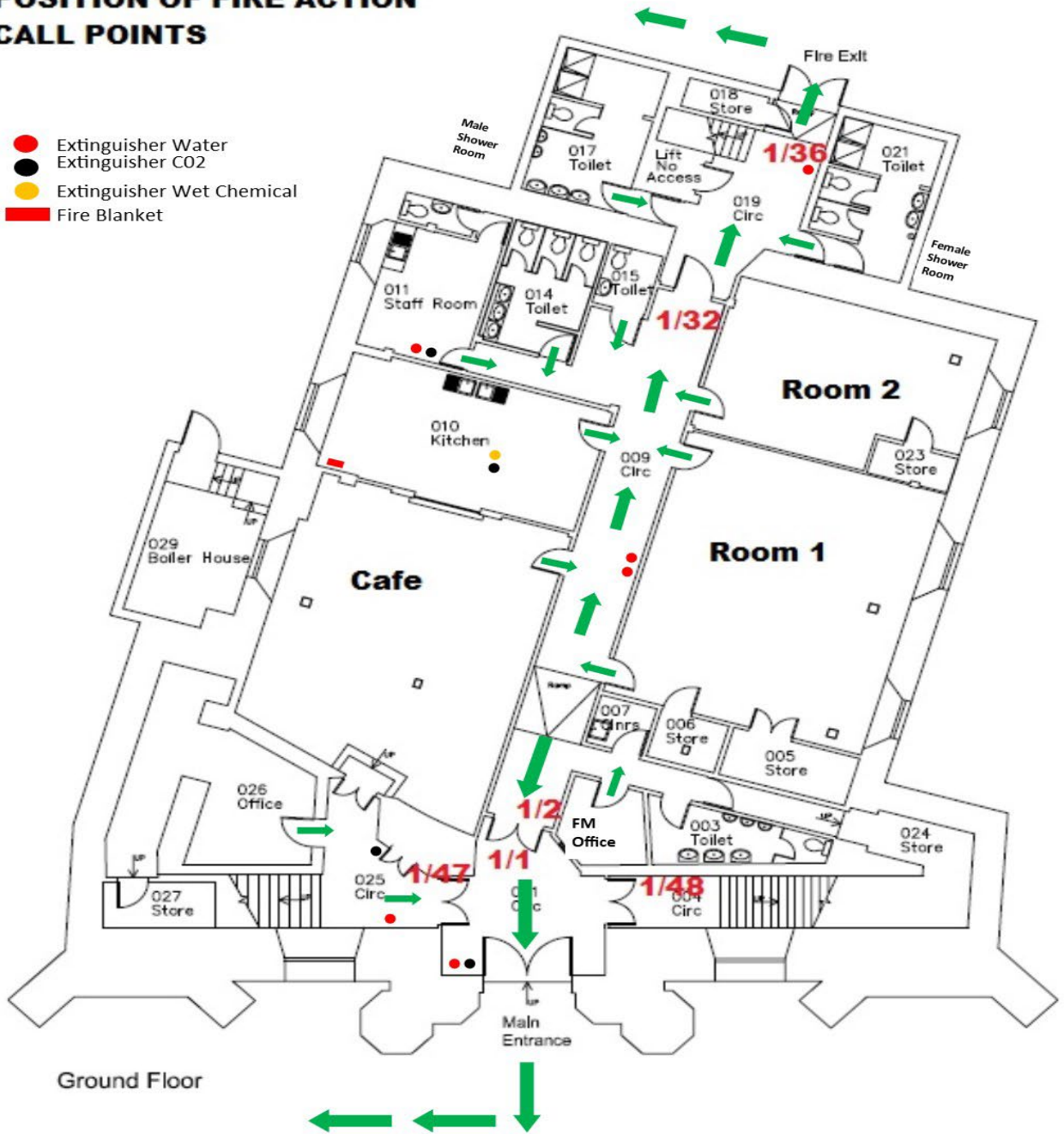
**\*AGREEMENT AND DECLARATION.** *I confirm that I understand and will comply with the terms and condition of this agreement.*

Signed \_\_\_\_\_ (Print  
Name: \_\_\_\_\_) Date: \_\_\_\_\_

**SOUTHSIDE COMMUNITY CENTRE  
GROUND LEVEL  
POSITION OF FIRE ACTION CALL POINTS**

**FIRE ACTION ESCAPE ROUTES  
COLLECTION POINT WESTCROSS  
CAUSEWAY FOOT OF QUARRY CLOSE**

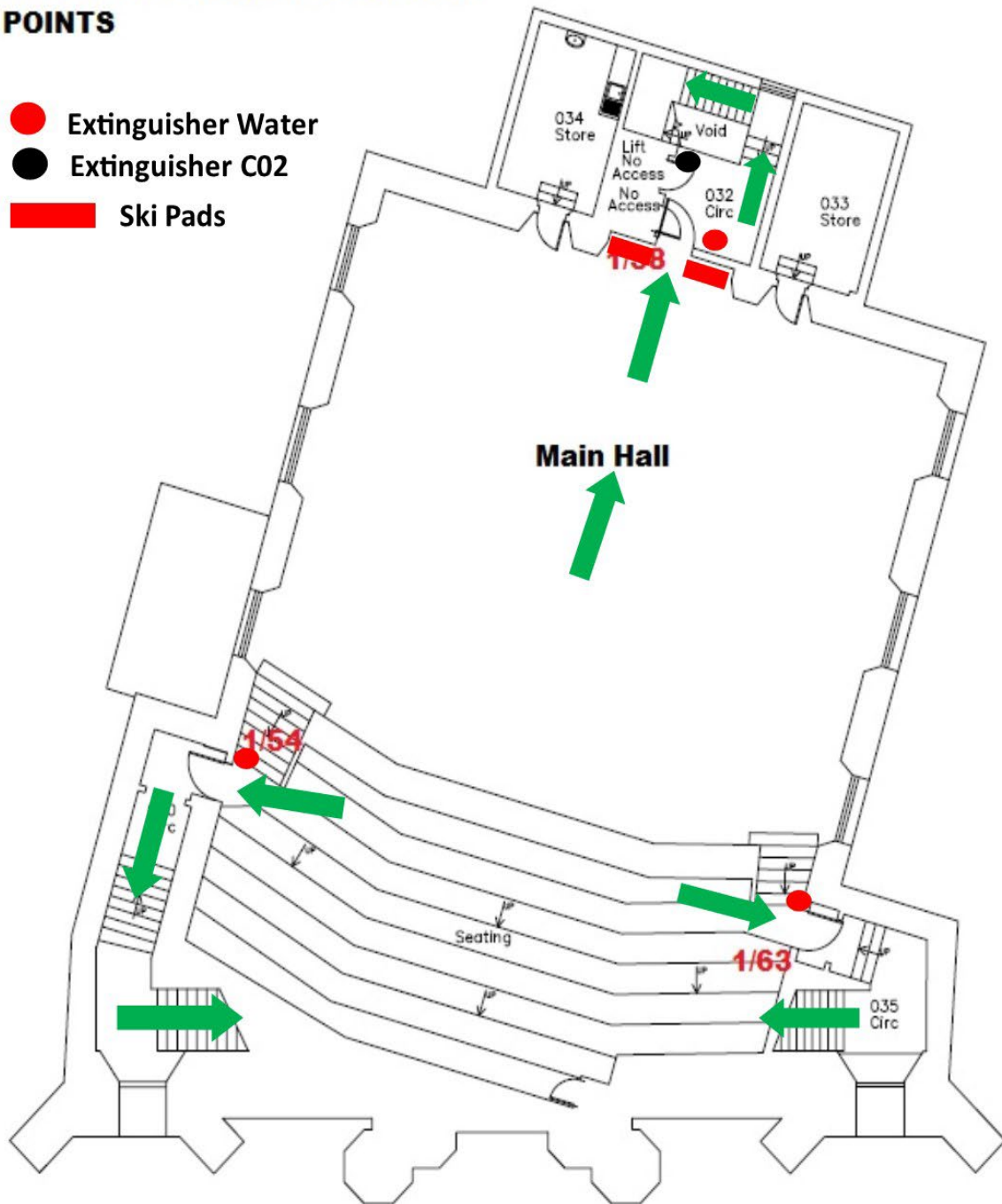
- Extinguisher Water
- Extinguisher CO2
- Extinguisher Wet Chemical
- Fire Blanket



**SOUTHSIDE COMMUNITY  
CENTRE  
LEVEL 1  
POSITION OF FIRE ACTION CALL  
POINTS**

**FIRE ACTION: ASSEMBLY POINT  
WEST CROSS CAUSEWAY  
(FOOT OF QUARRY CLOSE)**

- Extinguisher Water
- Extinguisher C02
- Ski Pads



First Floor