



Goole Town CC Emergency Action Plan



The Bar Manager is responsible for this emergency plan and will ensure that all employees understand it and follow it. All new employees will be informed about this plan and told where it will be kept.

A current copy of this plan is kept behind the bar.

Evacuations

Whenever the alarm sounds, the entire clubhouse will evacuate by designated routes to predetermined assembly areas. When possible, a full evacuation drill covering all employees will be held once a month.

During an evacuation, entry to the facility will not be permitted until an "all clear" has sounded.

The decision to re-enter is made by the Emergency Coordinator or if in attendance the Emergency Services.

Emergency escape procedures and evacuation routes

In an emergency, employees will leave the affected work area immediately by the emergency routes posted in their work areas unless the route is blocked when an alternative route should be found.

All primary emergency escape routes and designated meeting locations must be approved by the committee.

An orderly evacuation will be supervised by the bar manager (or deputy) who in conjunction with bar staff (or volunteers) will check all rooms and report any problems to Bar Manager (or deputy).

The bar staff on the day are responsible for the safe evacuation of disabled employees.

Accounting for employees after an evacuation

After all staff & visitors have evacuated and arrived at their designated meeting place, the bar staff members will take a head count. The bar staff members will account for any missing employees/visitors. The names and possible locations for all unaccounted people will be given to the bar manager and the emergency services.

The known location and condition of any injured people and will be reported to bar manager and the emergency services.



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Assembly Points (Meeting Locations)

1. In Car Park next to far wall under the assembly point sign
2. On the Cricket Field

Reporting emergencies

If necessary, call 999 before calling a coordinator. Report all emergencies to a designated emergency coordinator.

Emergency coordinators

The employees listed below are the designated emergency coordinators for this facility. If designated coordinators are not available in an emergency, call 999.

Name	Phone number
Elza Greaves	07545 191899
Stewart Gibbins	07745 630789
Steve Foster	01405 769581

Employee training

The Bar Manager will ensure that enough employees are trained to assist in the safe and orderly evacuation of employees during an emergency.

The Bar Manager will review the plan with each employee when the plan is developed and whenever information in the plan changes.



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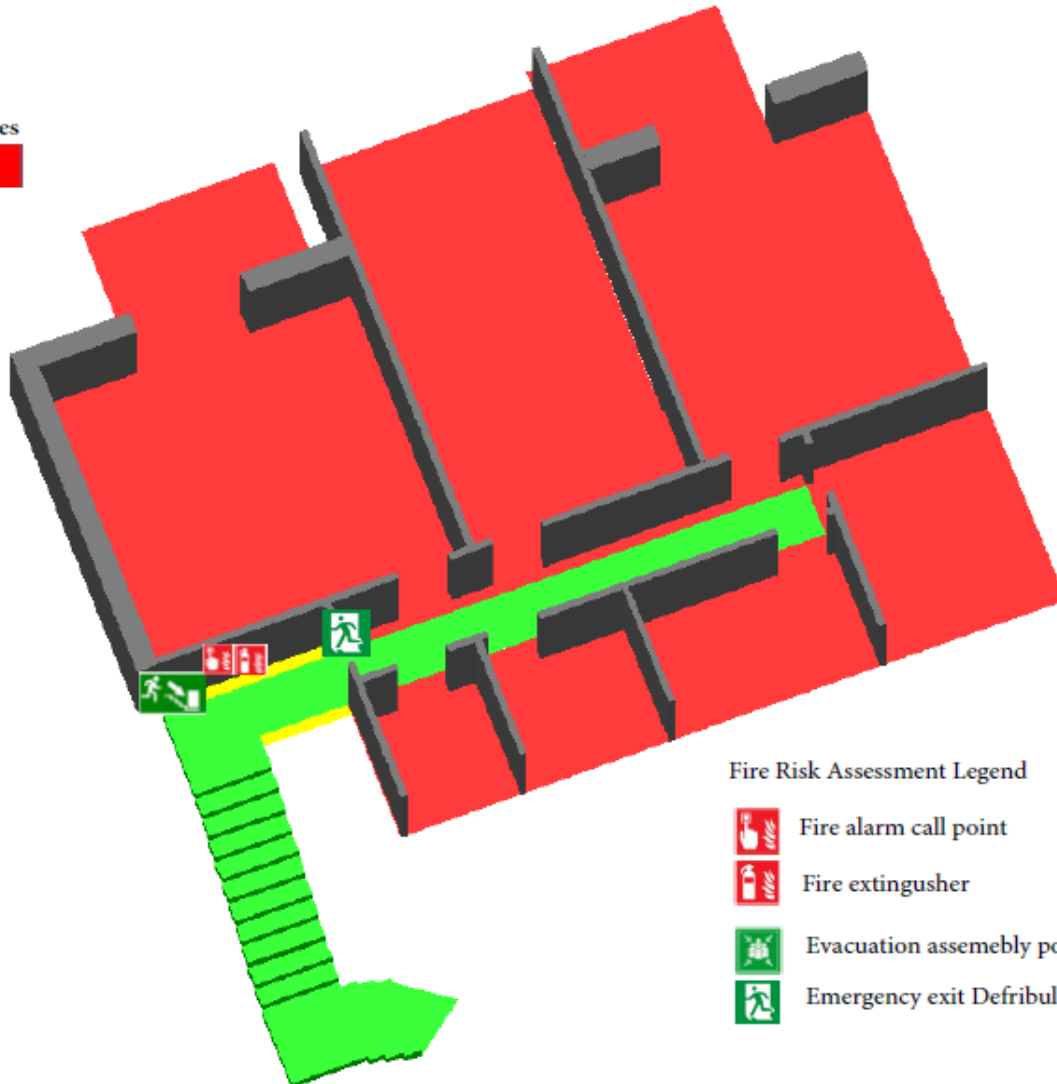


Upstairs





Please take time when entering these premises to familiarise yourself with our fire evacuation plan.

Fire Zones

Zone 3



Fire Risk Assessment Legend

-  Fire alarm call point
-  Fire extinguisher
-  Evacuation assembly point
-  Emergency exit Defibrillator



GTCC Upper floor
Fire Evacuation



ON HEARING THE FIRE ALARM PLEASE MAKE YOUR WAY OUT OF THE BUILDING TO THE FAR END OF THE CARPARK



Goole Town CC Emergency Action Plan



Downstairs

Please take time when entering these premises to familiarise yourself with our fire evacuation plan.

Fire Zones

Zone 1

Zone 2



GTCC Ground floor
Fire Evacuation



Fire Risk Assessment Legend

- Fire alarm call point
- Fire extinguisher
- Emergency telephone
- First aid
- Evacuation assembly point
- Emergency exit
- Defibrillator

For Emergency services

- Several bottles of Compressed gas
- Water
- Gas

ON HEARING THE FIRE ALARM PLEASE MAKE YOUR WAY OUT OF THE BUILDING TO THE FAR END OF THE CARPARK