

<b>Action in the event of a Fire Alarm for Blackpool Boccia Club</b>		
<b>BLACKPOOL SPORTS CENTRE</b>	<b>Prepared by: C J Morris (Coach)</b>	<b>Issue 1 January 2020</b>
	<b>Approved by:</b>	<b>Review Due: February 2021</b>

## Background

Blackpool Boccia Club have a duty of care for all individuals attending the weekly sports sessions. However, some of the members attending the sessions do not have the capacity to always respond appropriately to potentially dangerous situations nor to summon assistance in the event of an emergency. This instruction addresses the actions to be taken by Blackpool Boccia Club personnel so that appropriate action is taken to respond to a fire alarm or medical emergency.

A person undertaking the “Emergency Response Co-ordinator” role is present at all Blackpool Boccia Club session. This individual is responsible for co-ordinating the evacuation of members from the Blackpool Sports Centre in the event of a building emergency and contacting the members parent/ guardian / carer provider in the event of a personal injury.

## Assessment of Needs to Support Response

The Membership Registration Form identifies if an individual has specific disabilities or medial conditions which are required to be met. Whilst the Attendance Register identifies all members present at the session.

The Attendance Register must identify

- Individuals with restricted mobility (i.e. wheelchair or walking frame user) who require assistance to evacuate from the building.
- Individuals who in the event of a fire alarm require assistance to respond to and evacuate the building.

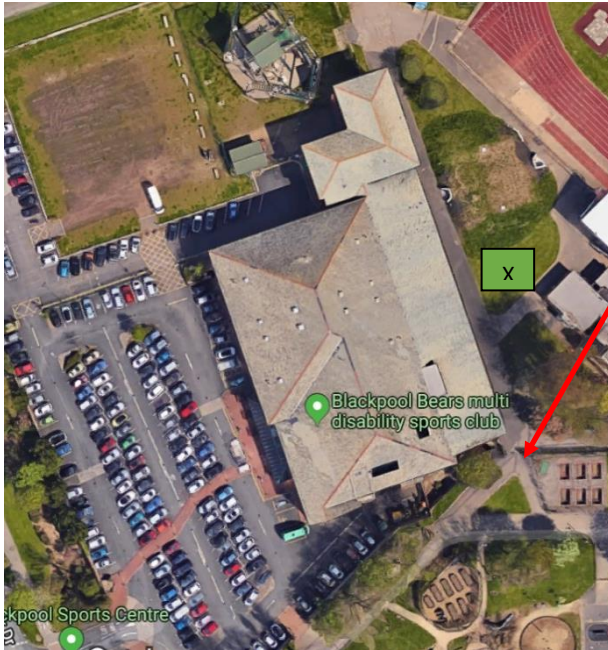
The Registration Officer must ensure that where a member requires assistance then

- They are told that no more than two individuals with restricted mobility may be on the upper floor at the same time and informed of the location of the Safe Refuge Points.
- Their parent / carer is informed of the location of the Fire Assembly Point and Safe Refuge Points and that they must aid the member in the event of fire.

*Where a member is not accompanied by a carer / parent then the Emergency Response Co-ordinator must identify a suitable club volunteer to help the*

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*member in the event of a fire. If no person is available to help, then the member is not allowed to participate in the session.*



Fire Assembly Point  
This at the rear of the Sport Centre on the tarmac in front of the Arena building.

Safe  
Refuge  
Points



First Floor of Sports Centre

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## Action in the Event of Fire Alarm

### Individuals on Ground Floor

Staff, volunteers, members, parent and carers must leave the Sports Centre via the emergency exits in Hall C & D and move to the Fire Assembly Point.



Parent/carer/ volunteers assist members to leave the building and move to the Fire Assembly Point.



### Individuals on Upper Floors

Staff, volunteers, members, parent and carers without restricted mobility must leave the Sports Centre via the nearest emergency exit and move to the Fire Assembly Point.



Members with restricted mobility together with their parent / carer / volunteer must move to the Safe Refuge Area. They must remain in the Safe Refuge Area and wait for Blackpool Sports Centre staff to provide assistance.



Where necessary the parent / care / volunteer must help the member to transfer to an "Evac chair" so that Blackpool Sports Centre staff can transport the individual to the ground floor exit. The parent / care / volunteer should take the members wheelchair / walking frame to the ground floor exist and after transfer move to the Fire Assembly Point.

### At the Fire Safety Assembly Point

The Emergency Response Co-ordinator ensures that a "roll call" is undertaken (using the Attendance Register) to identify

- Any members, staff and volunteers who may not have evacuated from the building
- The number of members with restricted mobility (together with their parent / carer / volunteer) who require assistance to evacuate from the Safe Refuge Area.



The Emergency Response Co-ordinator must ensure that this information is communicated to the Blackpool Sports Centre Emergency Manager.

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The Emergency Response Co-ordinator must ensure that all personnel remain at the Fire Assembly Point and follow the instructions of the Blackpool Sports Centre staff.