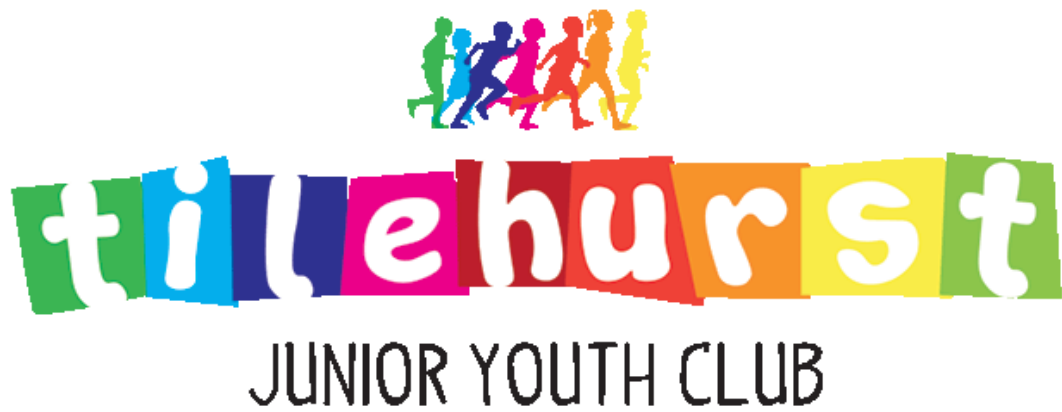




Fire Emergency Evacuation Plan

Signed on 10/11/2025 by:

A handwritten signature in black ink, appearing to be "D Morgan", on a light grey rectangular background.

Dennis Morgan, Club Coordinator

A handwritten signature in blue ink, appearing to be "J Lavender", on a light grey rectangular background.

Julia Lavender, Treasurer (on behalf of the Committee)

Next Review Due: November 2026

General Statement

Tilehurst Junior Youth Club takes its fire safety duties seriously. All volunteers and staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected to cooperate fully with the procedures outlined in this plan in order to protect the safety and well-being of all volunteers, staff and visitors.

What actions should volunteers and staff take if they discover a fire?

If a fire is discovered, the nearest fire alarm call point should be activated to sound the alarm. When activated, everyone (except those with designated duties) should leave the building immediately (without collecting any belongings) following the nearest safe emergency exit route and assemble at the assembly point. The lift must not be used. If you are with a visitor, ensure they accompany you outside. The person who has discovered the fire, should provide details to the fire marshal or a fire warden.

Assembly point: Tilehurst War Memorial (near the front of the building)

Who are the designated fire marshal / warden(s) and what actions should they take?

Designated staff are:

Dennis Morgan (Fire Marshal)

Gemma Withers (Fire Warden)

Julia Lavender (Fire Warden)

Fire wardens will establish the location of the fire and will then ensure that their designated area is evacuated and that windows and doors have been shut.

The fire warden whose area contains the fire, should establish whether it is a real fire and inform the fire marshal whether emergency services are required. The fire marshal will contact emergency services if required and provide them with assistance on their arrival.

How will people be warned if there is a fire?

The fire alarm will sound as a continuous bell.

Where are the fire alarms located?

Fire alarm call points are located throughout the building; the alarm panel is located in the front lobby.

How will people escape the building?

Escape routes are shown in every room. Emergency exits are highlighted and everyone must make their way to the assembly point next to the Tilehurst War Memorial.

How are the escape routes identified?

Routes are signposted in each room. Emergency exits have signage which can be seen from all locations.

Where is the fire-fighting equipment located?

Fire extinguishers are located throughout the building and should only be used by qualified staff and only if it is safe to do so.

If you have a PEEP, who is the person that requires it and who is in charge of accommodating their needs?

PEEPs are maintained by club coordinator Dennis Morgan and vulnerable adults and children are cared for by their allocated support adults. Other children with specific needs will be accompanied by a member of staff.

What are the procedures for carrying out a roll call and who is responsible for doing so?

The fire marshal will immediately count numbers of children at the assembly point and will then carry out a roll call against the register. If it is discovered that a person is missing, fire wardens must be notified and this information will be passed on to the fire brigade.

When will the following arrangements and training be carried out?

Fire drill: Twice a year

Fire marshal / warden training: As required

Testing fire alarm: Regular checks carried out by RBC Facilities team