

Emergency Fire Evacuation Plan
The Quay Nightclub, 26 Victoria Parade,
Torquay TQ1 2BD

Dated: January 3rd, 2020

Raising the alarm in the event of a fire:

If the fire is discovered by a staff member, or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point or if fire is detected by automatic detectors, this will trigger the fire alarm.

A 60 second pre-alarm visual of flashing beacons only, allows for staff investigation before general alarm sounds.

Seeing the pre-alarm

- The senior fire warden/marshal or duty manager will make way to the fire alarm, read panel and wait for confirmation of any false alarm
- Any staff with knowledge of a false alarm should translate this information to the senior fire warden/marshal or duty manager immediately by fastest means possible (in person, 2-way radio, mobile phone call)

The Duty Manager (Fire Marshal) will take charge and lead in the fire evacuation, dial 999 and request attendance by the Fire Service.

Sound of the alarm

The sound of the alarm will be a two-tone siren and flashing beacons.

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being raised:

Duty Manager (Fire Marshal)

- The Duty Manager (Fire Marshal) will take charge and lead in the fire evacuation, dial 999 and request attendance by the Fire Service.
- Fire Marshal gives their name, name of building, building address (as detailed above), contact number and details of fire i.e. location in building and what is involved

- The Fire Marshall is to ensure that any members of the public in the Front Door/Reception area are evacuated to the assembly point via the front door.
- The Fire Marshall is to don a high visibility jacket and signal the direction of travel (towards Beacon Quay) to any customers evacuating the premises, and liaise with the Fire Service on arrival.
- The Fire Marshal should liaise with the Evacuation Co-Ordinator and ensure they have any required items from the "Go Bag" such as first aid or clipboards.

Fire Wardens

- Upon hearing the alarm, Fire Wardens will immediately take responsibility for leading all members of the public in their designated zones to the Assembly Point
- All Fire Wardens must carry 2 way radios while on duty
- The first Fire Warden to arrive at Beacon Quay will become the Evacuation Co-Ordinator and hold the first aid kit and other emergency supplies, and take instruction from the Fire Marshal
- Fire Wardens will ensure their designated zones are clear of members of the public, and have confirmed this with the Evacuation Co-Ordinator at Beacon Quay before helping others

Non-Fire Warden Staff

- All non-Fire Warden Staff will commence evacuation of the building from the closest fire exit – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating.
- Reception/Cloakroom staff to lock cloakroom and place 'NO ENTRY DURING FIRE ALARM EXCEPT EMERGENCY SERVICES' sign on door to prevent patrons from blocking exit or delaying evacuation, and to allow emergency services access to control panels (detailed below).
- Staff to sweep building to ensure all areas are clear (including back areas) **if safe to do so** and ensure all doors are closed on the way out
- **If safe to do**, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- Security to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point at Beacon Quay and check all contractors and staff members are accounted for

Escape routes

The escape routes from the building are detailed in the plan below:

- ***From main dancefloor area, toilets and main bar, onto adjoining roof terrace and out to Victoria Parade.***
- ***DJ Booth and VIP booths to exit stairwell near Unisex toilets into lower carpark and exit via alleyway to Beacon Hill.***
- ***VIP Lounge via rear stairwells into carpark and exit via alleyway to Beacon Hill***
- ***2nd Floor and CCTV Office via rear stairwells into carpark and exit via alleyway to Beacon Hill.***
- ***Reception and Cloakroom to exit via Front Door onto Victoria Parade***
- ***Lower Office area to exit from rear door into carpark and through alleyway onto Beacon Hill.***

Fire assembly point

The assembly point is: **Beacon Quay**

- One of the Fire Wardens will be designated as the Fire Evacuation Co-Ordinator, who once at the assembly point, will collate any relevant information from the Fire Wardens
- The Fire Evacuation Co-Ordinator should be informed that all persons are safe, or of their last known location
- On arrival of the Fire and Rescue Service, the Fire Evacuation Co-Ordinator and Fire Marshal will liaise with the Fire Service Incident Commander to provide all relevant information

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and are competent to use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small, self rescue, help others
- Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

Gas supply shut off: No mains gas on site

Mains electrical intakes: in Cloakroom, behind Reception

Mains water inlet: ???

Gas/oxygen cylinders: Compressed bar gasses at rear of bar areas

Location of fire alarm panel:

Control Panel – at reception, on the right as you enter

Main Unit - Mezzanine Level, cellar, opposite fire escape

Number of staff needed to carry out evacuation – 5, 6 if 2nd Floor is trading

One Fire Marshal

One Fire Warden to clear DJ Booth/VIP booth area

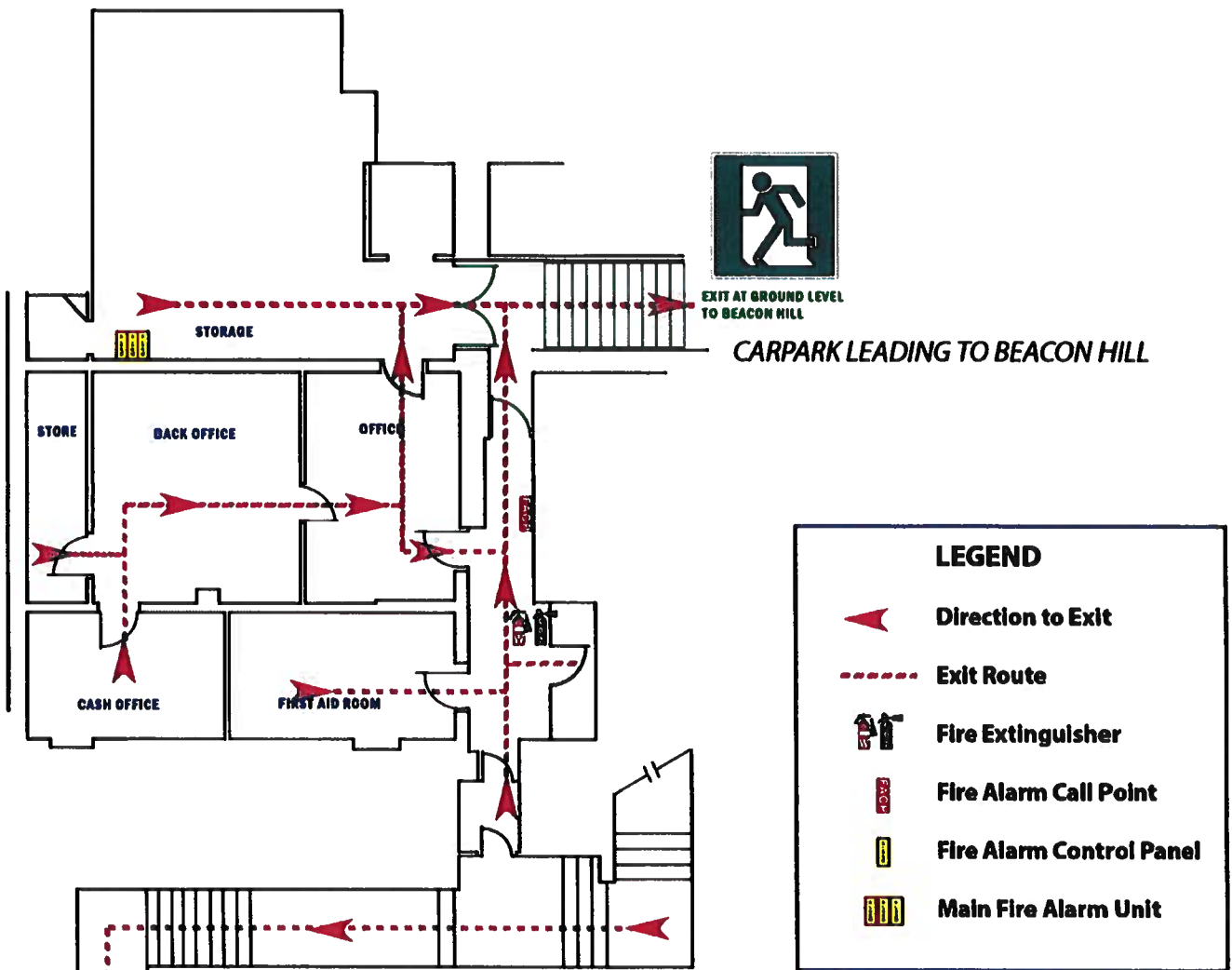
One Fire Warden designated to clear each bar area (3 in total)

One Fire Warden to clear ancillary and staff only areas

Equipment needed to put into effect the emergency plan

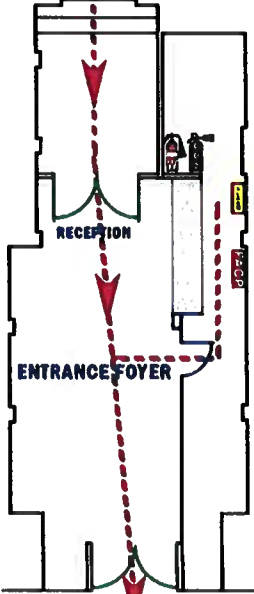
- Mobile phone
- Megaphone
- Two-way radio
- Torches
- Hi-visibility tabards
- First Aid Kit
- Pen and clipboard for messages/roll call

This evacuation plan must be practiced and all senior staff must take turns at being in charge.



FIRE ESCAPE ROUTES GROUND/MEZZANINE LEVELS

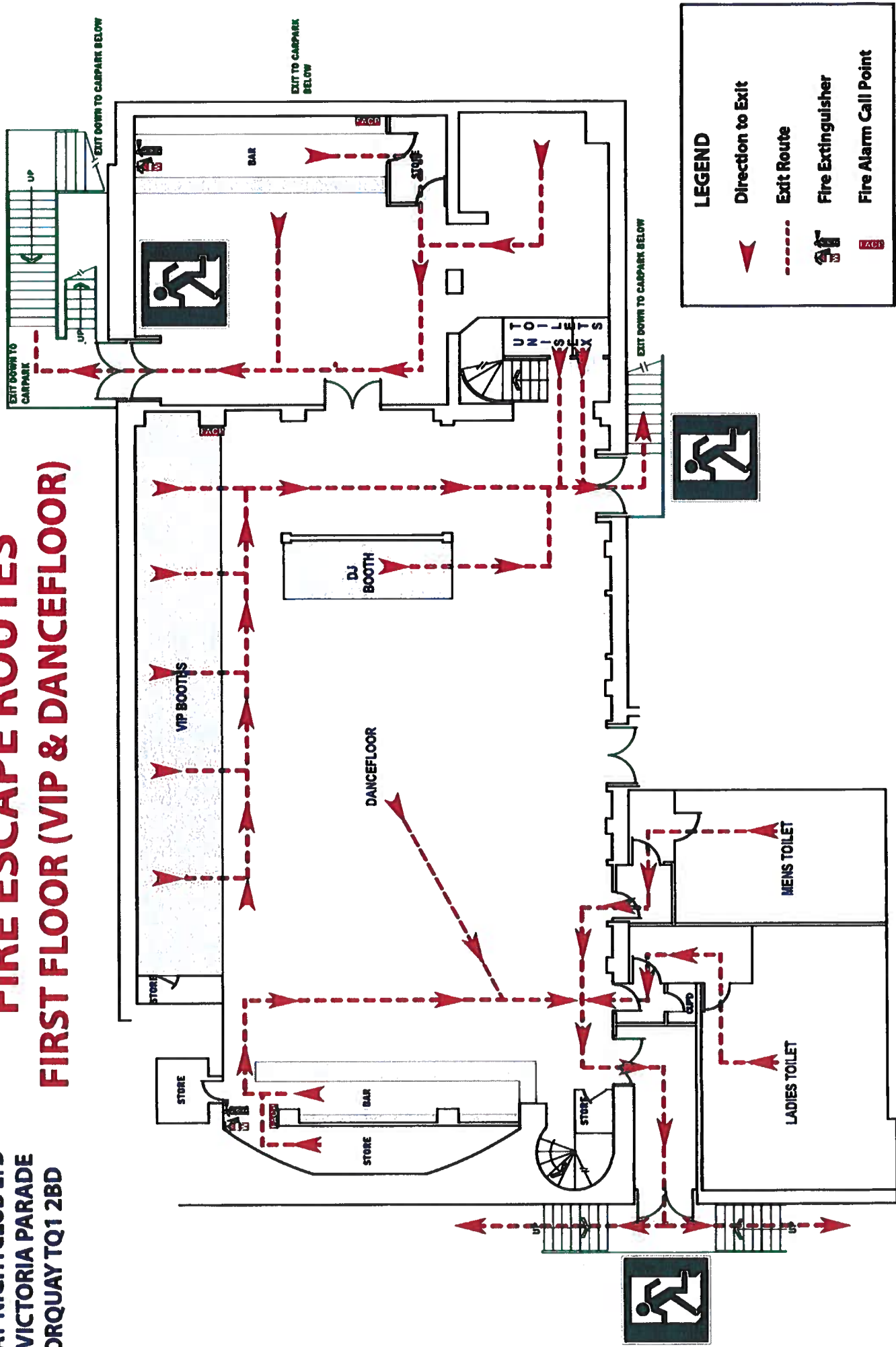
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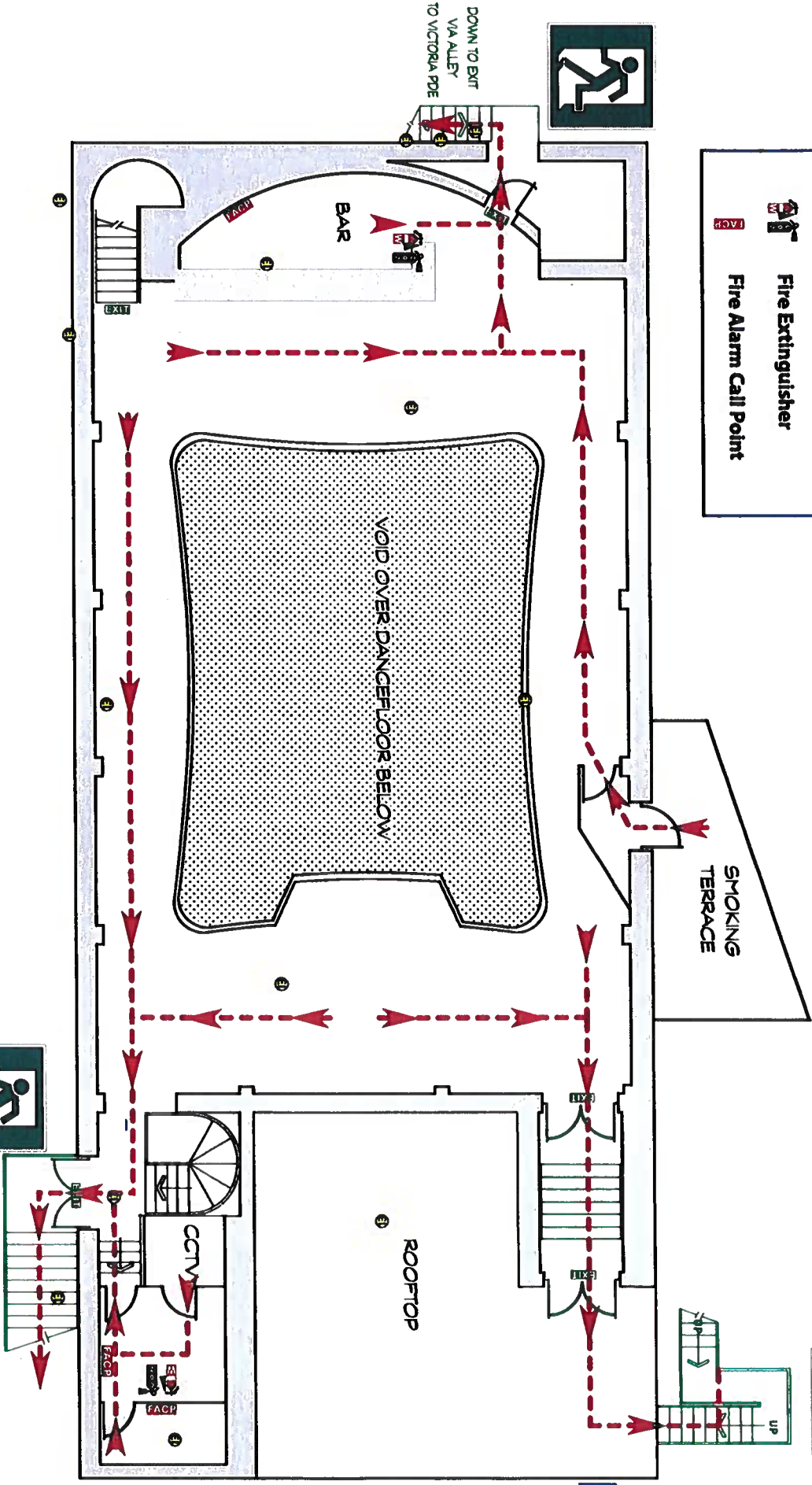
FIRE ESCAPE ROUTES FIRST FLOOR (VIP & DANCEFLOOR)



FIRE ESCAPE ROUTES SECOND FLOOR

LEGEND

- Direction to Exit
- Exit Route
- Fire Extinguisher
- Fire Alarm Call Point



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