

Emergency Evacuation Plan Insh Hall

General Emergency Evacuation Plan for : Insh Hall

What3words location: whistling.fingertip.snoozing

Premises address: **Insh Hall, Insh, Kincaig, PH21 1NU**

Contact number: **01540651272 Duty Mobile: 07538334418**

Plan date: 14/09/2025

Review date: 14/09/2026

Sound of the alarm

The sound of the alarm will be:

Primarily a continuously ringing bell. If this fails you may use a shouted warning/whistle sounding/air horn etc.

Raising the alarm

In the event of a fire:

If the fire is discovered by a member of staff or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc.)

If fire is detected by automatic detectors, this will trigger the fire alarm

Action staff should take on hearing the alarm

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

- **General Manager/ Person on Duty** will take charge and lead in the fire evacuation
- **Fire Zone-** Investigate the fire zone, if false alarm reset the panel(see bottom of the sheet). **If not a false alarm proceed to step below.**
- **Dial 999** and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire
- **General Manager / Person on Duty**, pick up visitors signing in book/sheet from reception desk
- **Staff will commence evacuation of the building –** ensuring this is done in a **calm and orderly manner**), providing assistance to those needing additional help in evacuating.
- **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
- **General Manager/ Person on Duty** to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- **Meet at assembly point** and check all contractors, guests and staff members are accounted for
- **General Manager/ Person on Duty** to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

- 1. Rooms** 1-6 & Feshie apartment to use the roadside fire exit at the front of the Insh Hall.
- 2. Rooms** 7-9 to use either the side exits in the centre of Insh Hall or if the route fails then the exit through the main Hall.

3. Rooms 10-17, 20- Feshie Apartment should exit through the exits at the centre of the Hall or the exits at the end of the Corridor (lochside).

Fire assembly point

The assembly point is: In front of the Main office, next to the car charging point. Keep road access for emergency services clear. **If needed, move guests to the restaurant for warmth and safe keeping.**

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

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:** In the main car park, under a green hatch.
- **Mains fuse box:** Main foyer ground floor next to toilet, main corridor next to room 9 and next to room 3. Floor 1, next to field studies.
- **Mains water inlet:** At the front of the entrance of the hall, next to feshie Apartment.
- **Location of fire alarm panel:** at the main door onto the car park

Number of staff needed to carry out evacuation plan

To implement the evacuation plan, 2 trained staff are needed on duty between 09:00 & 17:00.

- Between 17:00 and 09:00 the Person on duty will be expected to man the phone and be available to respond.

Equipment needed to effect the emergency plan



Duty Phone- During the day kept in the main office.
Hi Vis Vest- Located with clipboard
Radios- Two way radios available in the main office.

Variations to plan

When working alone, the duty instructor can reach assistance from the following staff:

Duncan Freshwater: 07787513018

Jonny Freshwater: 07801430116

Back up arrangements

In the event of fire alarm failure, any maintenance issues will be reported to the maintenance HOD immediately in the office maintenance book

Responsibilities

For ensuring plan is up to date	Maintenance H.O.D
For ensuring adequate staff are on duty to carry out the evacuation plan	General Manager
For training staff on the evacuation plan and in their roles and responsibilities	General Manager/ Maintenance H.O.D

Fire Alarm Panel RESET

To reset alarm follow instructions on the fire panel once key is inserted into the system