A RAILWAY OWNED BY THE COMMUNITY FOR THE COMMUNITY

A Community Benefit Society (No 8486)

AVCR Ltd FIRE EVACUATION PROCEDURE

Purpose: To ensure the safety of all personnel and visitors in the event of a fire by providing clear evacuation procedures.

Scope: This policy applies to all volunteers, visitors and contractors at Alford Valley Community Railway Ltd and applies to Fire Evacuation from the Station Building and/or the Engine Shed

Responsible: Fire Warden (designated Duty Manager), Train Driver, Engine Shed personnel, Ticket Office, Volunteers and Visitors.

1. Evacuation Procedures

- **Immediate Response:**
  - Upon discovering a fire, activate the nearest fire alarm break glass station as per the attached diagram. If fire is located in the Engine Shed, notify the Station and request the nearest fire alarm break glass station is activated.
  - If train is on route to/from the Haughton Station, radio the Driver/Guard to inform them not to return to the station.
  - Immediately after ensuring the alarm is activated, evacuate all present, irrespective of location of fire, to the Assembly Point.
  - Call emergency services (eg 999) immediately after ensuring the alarm is activated, DO NOT attempt to fight any fires
  - Fire Warden/Duty Manager/Ticket Office Volunteers (during open season) to ensure the sign-in register is taken to Assembly Point.
- **Evacuation Signal:**
  - The fire alarm will sound, indicating the need to evacuate.
- **Exit Routes:**
  - Familiarise yourself with all available exits and evacuation routes.
  - Use the nearest safe exit.
- **Assembly Point:**
  - Proceed to the designated assembly point located as per the attached.
  - Do not re-enter the building until it is declared safe by responsible personnel detailed above.

2. Roles and Responsibilities

- **All Volunteers, Visitors, Contractors:**
  - Follow evacuation procedures promptly and calmly.
  - AVCR Designated Point of Contact person/visitor assistant to assist any individuals with disabilities or special needs to ensure their safe evacuation.

- **Fire Wardens (Duty Manager):**
    - Collate headcount information from sign-in sheets at the assembly point to inform the Emergency Services if areas are clear / persons missing.
    - Liaise with Emergency Services.
    - Designated personnel responsible for guiding evacuation efforts and ensuring all areas are cleared, where safe to do so.
    - Ensure that the sign-in folder is taken by Ticket Office volunteers in Open Season plus train passenger numbers only in open season or private visit to the muster station.
    - Call Emergency Services once the alarm has been activated.
    - At assembly point, conduct headcount of their area ie Station, Engine Shed, Grounds and Train passengers train in station or stopped at Gate 6.
- Train Driver and Guard:
    - If notified of a fire whilst on route back to the Station, continue to Gate 6 where the passengers will disembark and make their way to the muster point.
    - If notified of a fire whilst on route to Haughton Station, continue and allow passengers to disembark as normal informing those waiting for the return journey that the train will not be returning.
- Engine Shed Personnel:
    - Ensure radio is available in the engine shed during operational hours.
    - If fire discovered, notify the Station via radio to activate Fire Alarm.
    - Evacuate to Assembly Point.
- **Management:**
    - Ensure all staff are trained on the evacuation plan and procedures.
    - Review and update the evacuation plan annually.

3. Training and Drills

- **Fire Drills:**
    - Conduct fire drills at least twice a year to practice evacuation procedures.
    - Document participation and identify areas for improvement.
- **Training:**
    - Provide training for all volunteers on evacuation procedures.

4. Review and Continuous Improvement

- **Policy Review:**
    - This policy shall be reviewed annually and updated as necessary.
- **Feedback:**
    - Encourage volunteers to provide feedback on the evacuation process for continuous improvement.

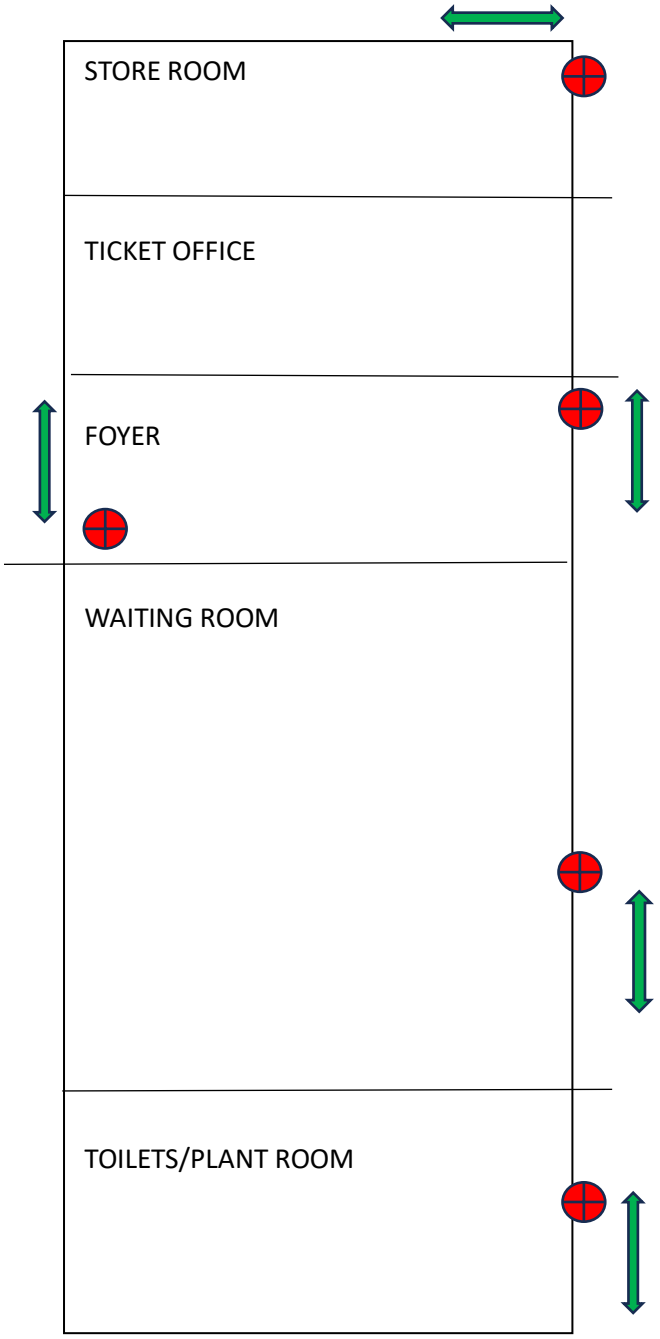
Conclusion: This Fire Evacuation Policy aims to protect the safety and well-being of all individuals in the event of a fire. Adherence to these procedures is crucial for ensuring a swift and safe evacuation.

Approved by Board on 18 November 25

Site Emergency Exits & Break Glass Points

= Emergency Exit

= Break Glass Point



ASSEMBLY POINT

