



Fire Safety & Evacuation Plan

Objective: To provide clear procedures that ensure the safety of staff, members, and visitors in the event of a fire emergency by guiding evacuation, communication, and coordination with emergency services.

Scope: This SOP applies to all UAC staff, members, contractors, and visitors present in the facility during operating hours.

1. Fire Safety Measures

- Fire Equipment
 - Fire extinguishers located at designated points (clearly marked and accessible).
 - Smoke detectors and alarms tested monthly.
 - Emergency lighting installed along exit paths.
- Exits & Escape Routes
 - Exit 1: Main entry/exit (front of facility).
 - Exit 2 & 3: Garage exits (emergency push bar access).
 - All exits must be unobstructed at all times.
- Assembly Area
 - Designated assembly point: [Insert exact outdoor location e.g., parking lot corner or across the street].
 - Staff must direct evacuees to this area and conduct a headcount.

2. Evacuation Roles & Responsibilities

Fire Team Leader (Club Manager / Shift Lead)

- Initiates evacuation when alarm is triggered.
- Calls 000 (or local emergency number) and provides incident details.
- Ensures all Fire Marshals are deployed to their assigned exit routes.
- Collects visitor log/member check-in list for headcount.
- Briefs emergency services upon arrival.

Fire Marshals (Assigned Staff)

Each Fire Marshal is responsible for ushering members and visitors safely through a designated exit:

- Marshal 1: Directs members via Main Exit (front).
- Marshal 2: Directs members via Garage Exit 1.
- Marshal 3: Directs members via Garage Exit 2.

Tasks:

- Calmly instruct members to leave belongings and move quickly.
- Assist mobility-impaired or vulnerable individuals.
- Sweep assigned zones to ensure no one is left behind (toilets, PT area, recovery zones).
- Close doors behind them to contain fire/smoke.
- Report to Fire Team Leader at assembly point once their zone is clear.

Staff on Duty (Support Role)

- Support Fire Marshals if large crowd flow requires extra assistance.
- Help with headcount at the assembly point.
- Keep members calm and organized.

Members & Visitors

- Follow staff instructions immediately.
- Proceed calmly to nearest exit and move to assembly point.

3. Evacuation Procedure

1. Alarm Activation

- Alarm sounds (automatic/manual).
- Fire Team Leader announces evacuation: "Fire! Please evacuate immediately!"

2. Deployment of Fire Marshals

- Marshals proceed to their assigned exits.
- Direct and usher members out.

3. Evacuation Route

- Nearest safe exit used:
 - Main Exit (front)
 - Garage Exit 1
 - Garage Exit 2

4. Assembly Point

- All evacuees gather at designated assembly area.
- Fire Team Leader and Marshals conduct headcount.

5. Emergency Services Coordination

- Fire Team Leader briefs fire services:
 - Approximate headcount vs. check-in log.
 - Location of fire if known.
 - Status of exits and hazards.

6. All Clear

- Re-entry only allowed once emergency services declare the building safe.

4. Training & Drills

- Fire drills conducted twice annually.
- Staff trained in:
 - Fire extinguisher use (PASS method – Pull, Aim, Squeeze, Sweep).
 - Exit assignments and ushering responsibilities.
 - Alarm activation points.
 - Member assistance procedures.

5. Responsibilities

- Fire Team Leader: Coordinate evacuation, emergency services communication.
- Fire Marshals: Usher members, clear zones, report status.
- Staff on Duty: Assist Marshals, headcount, crowd control.
- Members: Follow directions, evacuate calmly.