



FIRE AND EMERGENCY POLICY

What is this document?

The purpose of this policy is to instruct Aberacon staff on how to act in the event of a fire, or other emergency which requires an immediate evacuation of the event space. This policy has been drafted based on the Fire Policy of the Best Western Aberavon Beach Hotel, to set clear lines of responsibility between Aberacon staff and hotel staff.

Who is this document for?

All Aberacon staff and volunteers.

A paper copy of this policy should be kept at Con Ops for the duration of the convention.

Last reviewed Adolygwyd ddiwethaf	15 April Ebrill 2025
To be reviewed I'w adolygu	30 April Ebrill 2027

In the event of a fire alarm between 07:00 and 23:00...	
Hotel staff will...	Aberacon staff will...
Go to the fire panel point with the hotel guest list, walkie-talkies, and master keys.	<u>All staff</u> to assist hotel staff in locating any source of a fire.
Put on a Hi-viz vest for identification	<u>All staff</u> to prepare convention attendees to evacuate via the nearest available exit.
Check to see which zone on the fire panel has been activated	<u>Registration staff</u> to pull up a copy – paper or electronic – of the list of registered attendees and staff, and provide this to the Board Member on duty.
Instruct two people to investigate the area which has been activated.	<u>Board Member on duty</u> to proceed to the reception to liaise with hotel management.
If there IS a fire...	
Proceed outside to the assembly point on the left side of the garden beyond the car park and iron gates.	<u>All staff</u> to direct attendees to evacuate the building via the nearest available exit. All staff to then evacuate the building themselves.
Take a roll call of all guests and staff.	<u>All staff</u> to direct con attendees to the assembly point on the left side of the garden beyond the car park and iron gates.
Send one person in Hi-viz, with walkie-talkie and torch, to the cattle grid gate with the fire point key to wait for the fire brigade.	<u>Board Member on duty</u> to take a roll call of all staff and attendees, once assembled.
When the fire brigade arrives, provide as much information as possible, especially if any persons are missing from the roll-call.	If any attendees or staff are absent, <u>Board Member on duty</u> to inform hotel staff immediately, cross-referencing any names with their guest list in the case of attendees are staying at the hotel, and instruct them to tell the person in hi-viz at the gate how many people are absent.

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Do not allow anyone to re-enter the building unless instructed by the fire brigade that it is safe to do so.	<u>All staff</u> to not allow anyone to re-enter the building unless we have been instructed by hotel staff that it is safe to do so.
When safe to re-enter the building, turn off the fire alarm, thank all guests for their patience and understanding and ask them to return inside.	<u>All staff</u> to await the all-clear from hotel staff, thank attendees for their patience and understanding, and ask them to return inside if safe to do so.
If there IS NOT a fire...	
Call the fire brigade and stand them down.	<u>Board Member on duty</u> to await the all-clear from the hotel, and inform all staff that it is safe for attendees to resume normal activities.
In the event of a fire alarm between 23:00 and 07:00...	
Call the fire brigade on 999.	<u>All staff</u> to direct any attendees to the nearest available exit, and instruct them to assemble at the assembly point described above. Follow the plan: If there IS a fire

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