

**Currie Community Centre  
Emergency Action Plan**

**Emergency Action Plan for all users of**

Currie Community Centre  
280 Lanark Road West, Currie EH14 7GB

**Plan date:** 2<sup>nd</sup> February 2026

**Review date:** 2nd February 2027 or as any changes to the centre

**Sound of the alarm**

A continuously ringing bell

**Raising the alarm**

In the event of an emergency

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

**Action staff, volunteers and users should take on hearing the alarm**

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

- Each groups leader will take charge and lead in the fire evacuation of their group
- Dial 999 and request attendance by the Fire Service. Caller to give their name, name of building, building address (as detailed above), contact number and details of fire
- Group leader to pick up groups signing in book/sheet (register)
- Commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Group leaders 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
- Group leader to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all group members are accounted for
- Group leader to liaise with Fire Service upon their arrival

**Escape routes**

The escape routes from the building are:

1. Front main entrance
2. Side door through kitchen
3. Side door through theatre room (facing stage to left)
4. Nursery door off toddler room
5. Back entrance opposite sport hall door
6. Side entrance off sports hall

**Fire assembly point**

Pentland View Park – Next to goal posts or post line if posts are not erected

**Fighting Fires - Extinguisher use**

Fire extinguishers will only be used where:

- Group leaders, staff or volunteers 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, Group leaders, staff or volunteers should not attempt to extinguish a fire

**Location of Key safety hazards or other fire related equipment**

- Gas supply shut off: Outside next to front gate
- Mains fuse box: electrical cupboard near ladies' toilets
- Mains Water inlet: under benches in far end of changing room
- Location of Fire Alarm panel: Main entrance

**Number of staff needed to carry out emergency plan**

- This will vary depending on who is using the centre.
- All group leaders should ensure they are familiar with all Emergency plans and convey them to their group.
- All group leaders to check the Centres calendar before their activities commence to check who else is using the building.

**Equipment needed to affect the emergency plan**

- Mobile phone
- All Group leaders should have high hi-visibility tabard
- Torch – if using the Centre at night

<b>Responsibilities</b>	
<b>For ensuring this plan is up to date:</b>	Louise Scrivens – Charity Coordinator
<b>Fire Warden:</b>	Group Leaders
<b>For ensuring adequate staff or volunteers are on duty to carry out evacuation plan:</b>	Group Leaders
<b>For training staff or volunteers on evaluation plan and in their roles and responsibilities</b>	Group Leaders
<b>For overall H&amp;S of the Centre</b>	Trustees: Iain Burgess Hazel Lumsdaine David Erskine Lucille Erskine Colin McBeth Gavin Menzies Gerry Butler Mike Perrin David Stephen Laurie Aitkens

<b>List of Current Group Leaders</b>		
<b>Group A-Z</b>	<b>Group Leader</b>	<b>Purpose</b>
Badminton (Private Let Monday evening)	Mike Perrin	Badminton
Balerno Dance Academy	Rachael Skillen	Dance
Bees Nees	Pam / Codey	Nursery
Chair Yoga	Natalia Duncan	Chair Yoga
Community Crafters	Hazel Lumsdaine	Craft
Currie Art Club previously Just Village Social Events	Jane Bullock	Art Class
Currie Football Club	Willis Scott	Football
Curriehill Crocks	Deric Oliver	Keep Fit

Crowchez	Penelope Birch	Crochet
Fallon Academy of Irish Dance	Audrey Parfinowska	Irish Dance Class
Friday Club	Currie Community Centre	Social group
Games at the Gate	Gavin Menzies	Holiday Club
Highflyers	Gavin Menzies	Basketball
Indian Dance	Siri Alladi	Dance
LR Highland Dance	Lori Rintoul	Highland dance class
Pilates and Exercise Therapies	Angela Laidlaw	Pilates
Pentland Tae Kwon Do	Neil Hanning	Tae Kwon Do
Razzmatazz	Zoe McKibbon	Performing arts classes
Speech Language Communication Company (SLCo)	Judith Woodward	Children's ASN support After School Club
The Sensory Sessions	Lorna Carr	Baby Class
WOW Dogs	Susan Reed	Dog Training