



**HALFWAY HOTEL**



*Halfway Hotel*

# Halfway Hotel

## Emergency Evacuation Process

1. Fire
2. Bomb

### **Also Containing**

1. Plans of the Ground
2. Other Points to Note
3. Hotel Plans with Safety Points

# *Index*

Section A (Hotel Plans With Emergency Points) .....	4
Call Points .....	5
Fire Extinguishers .....	7
First Aid Kits .....	9
Fire Blankets .....	11
Staff Safety Packs .....	12
Flash Pods (function room) .....	15
Section B (Fire Evacuation Procedures) .....	16
Inside.....	17
Outside.....	18
Section C (Bomb Evacuation Procedure).....	19
Other Evacuation Points .....	21
Section D (Plan of Grounds and Evacuation Routes) .....	23
Plan of the Grounds .....	25
Muster Point 1.....	27
Muster point 2.....	28
Area 1 Evacuation .....	30
Area 2 Evacuation .....	31
Area 3 Evacuation .....	32
Area 4 Evacuation .....	33
Area 5 Evacuation .....	34
Area 6 Evacuation .....	35
Area 7 Evacuation .....	36
Area 8 Evacuation .....	37
Queries or Questions .....	38

# *Points to Note*

## *Security Monitoring*

The Halfway Hotel and surrounding grounds are monitored by the following companies:

Security Cameras;

- Castle Security Systems
  - o Castle Security systems are based in Cardiff. On an alarm being set off, or disabled for a short period of time. They send an emergency report to Camarthenshire Police Headquarters

Fire Alarms;

- Castle Security Systems
  - o Castle Security systems are based in Cardiff. On an alarm being set off, or disabled for a short period of time. They send an emergency report to Camarthenshire Police Headquarters

Sensors and Detectors;

- Castle Security Systems
  - o Castle Security systems are based in Cardiff. On an alarm being set off, or disabled for a short period of time. They send an emergency report to Camarthenshire Police Headquarters



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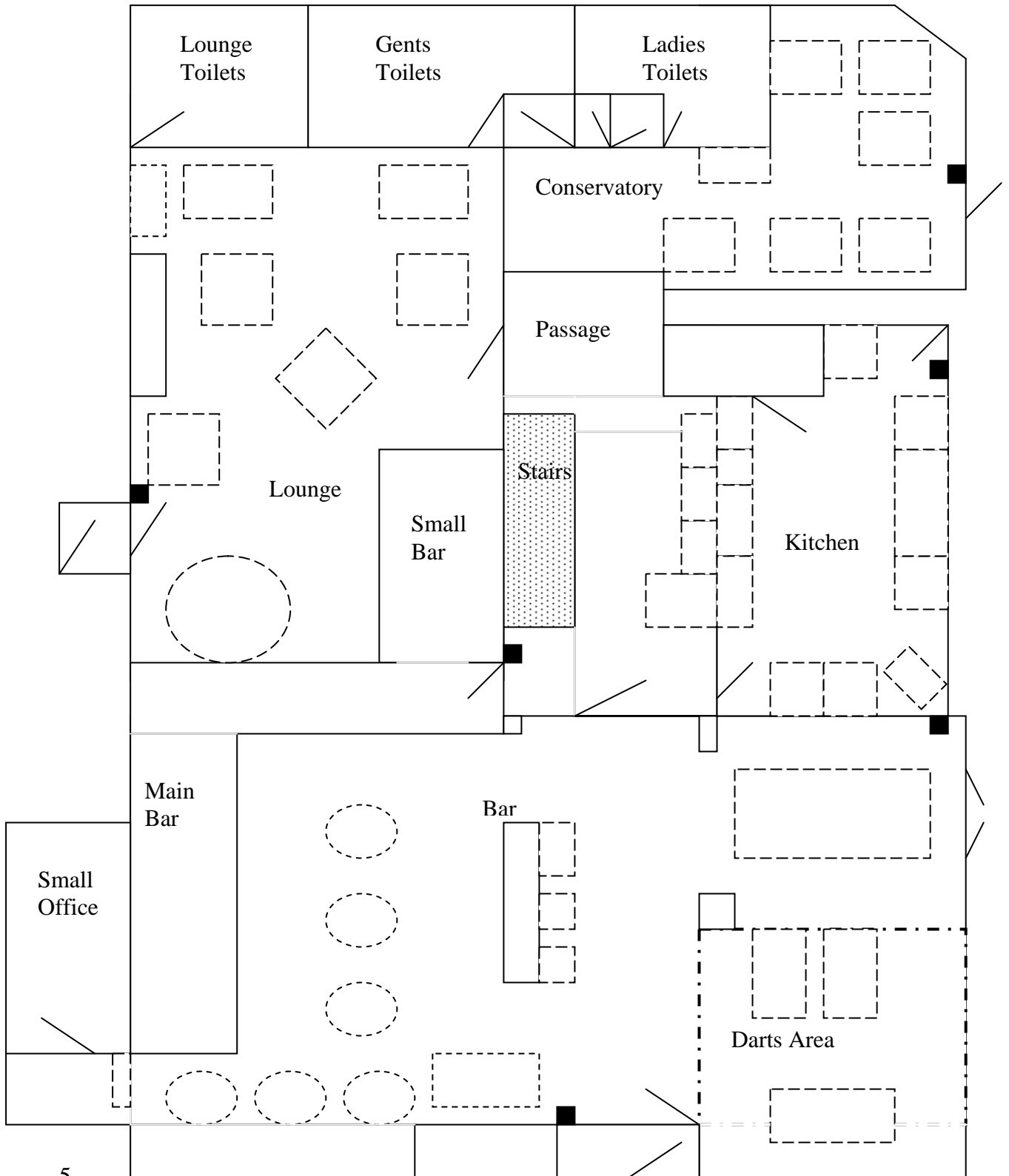
# Section A

## Hotel Plans With Emergency Points

# Plan of the Hotel

## Showing Fire Alarm Call Points (floor 2)

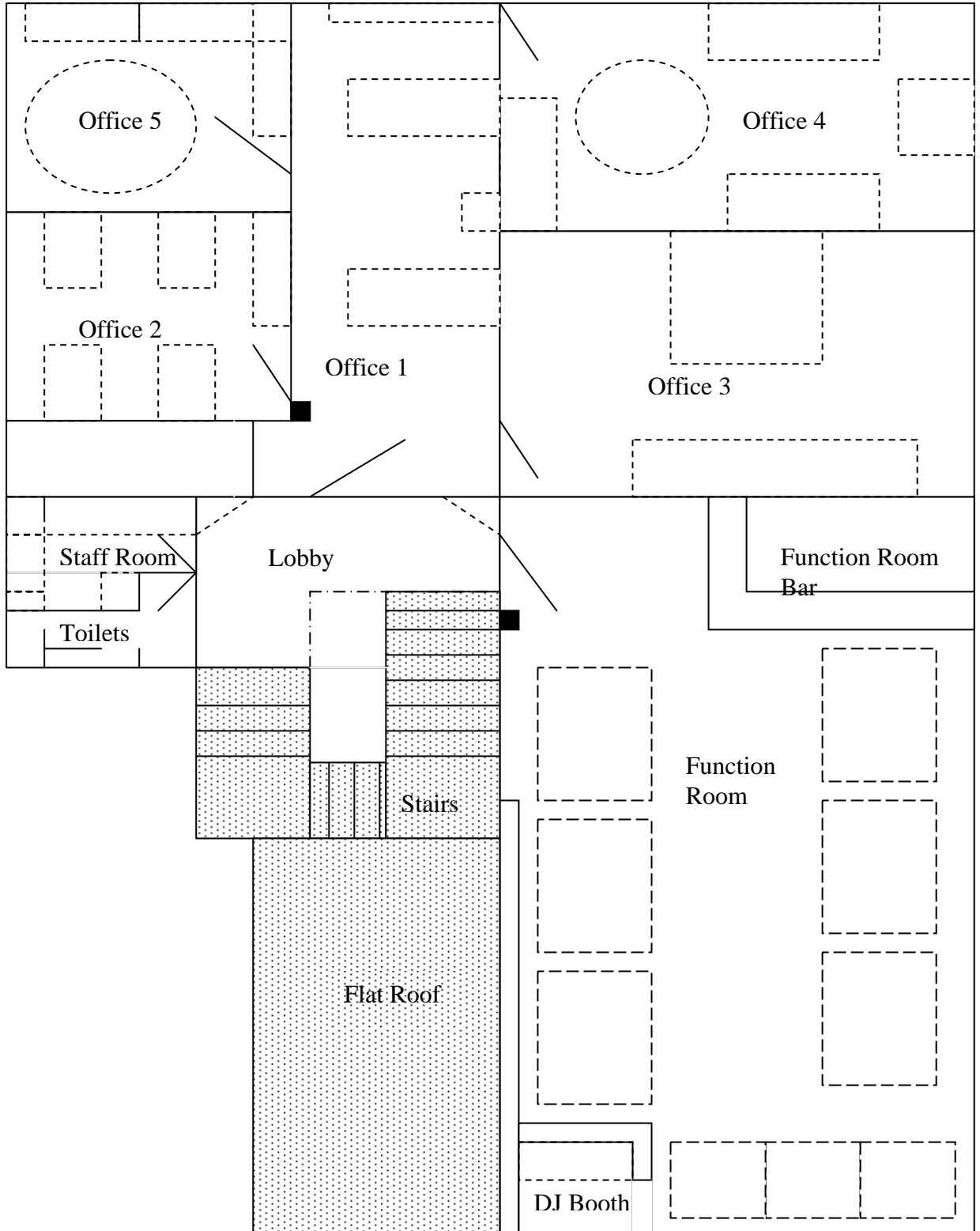
■ - Call Points



# Plan of the Hotel

## Showing Fire Alarm Call Points (floor 3)

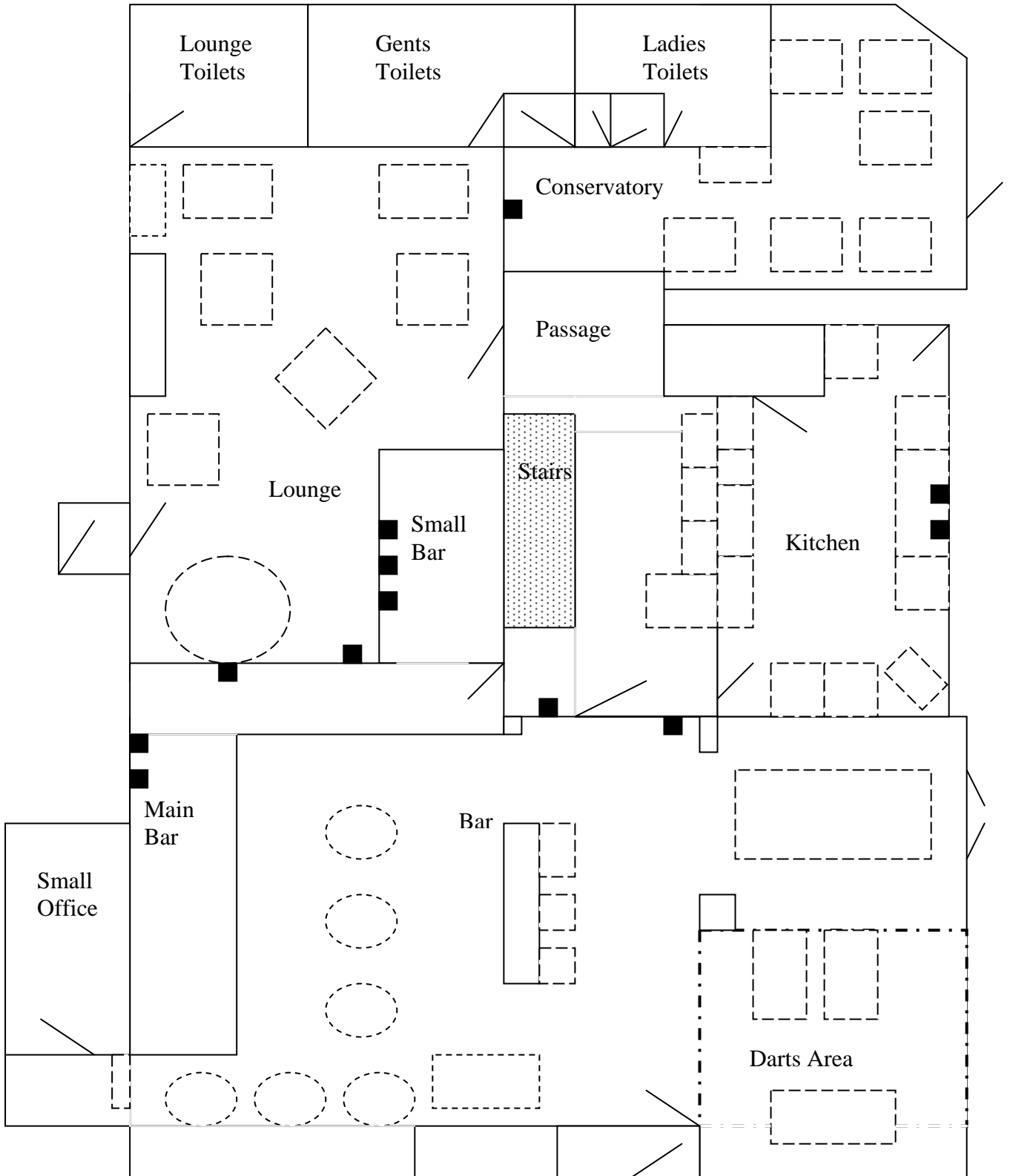
■ - Call Points



# Plan of the Hotel

## Showing Fire Extinguishers (floor 2)

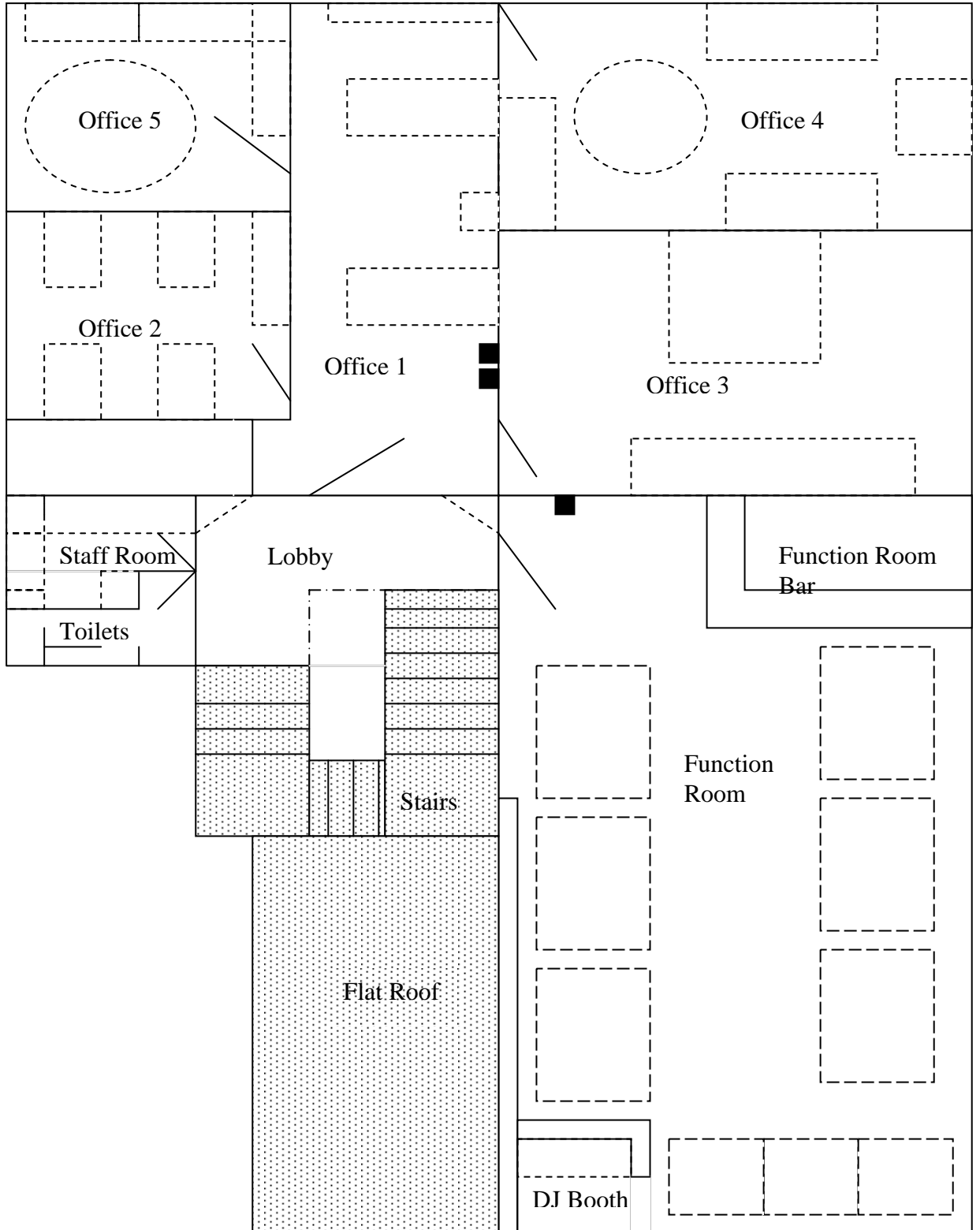
■ - Extinguishers



# Plan of the Hotel

## Showing Fire Alarm Call Points (floor 3)

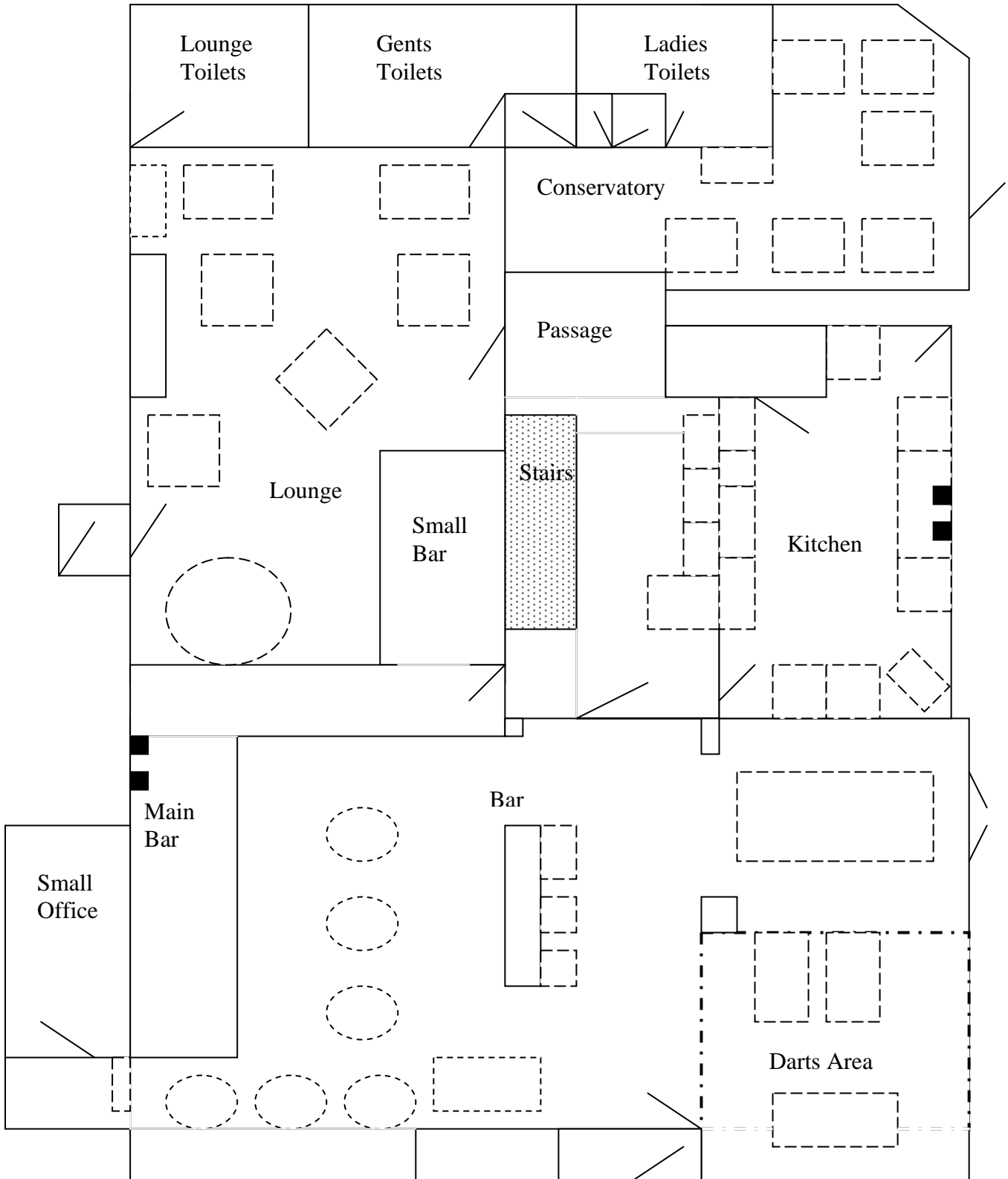
■ - Extinguishers



# Plan of the Hotel

## Showing First Aid Kits (floor 2)

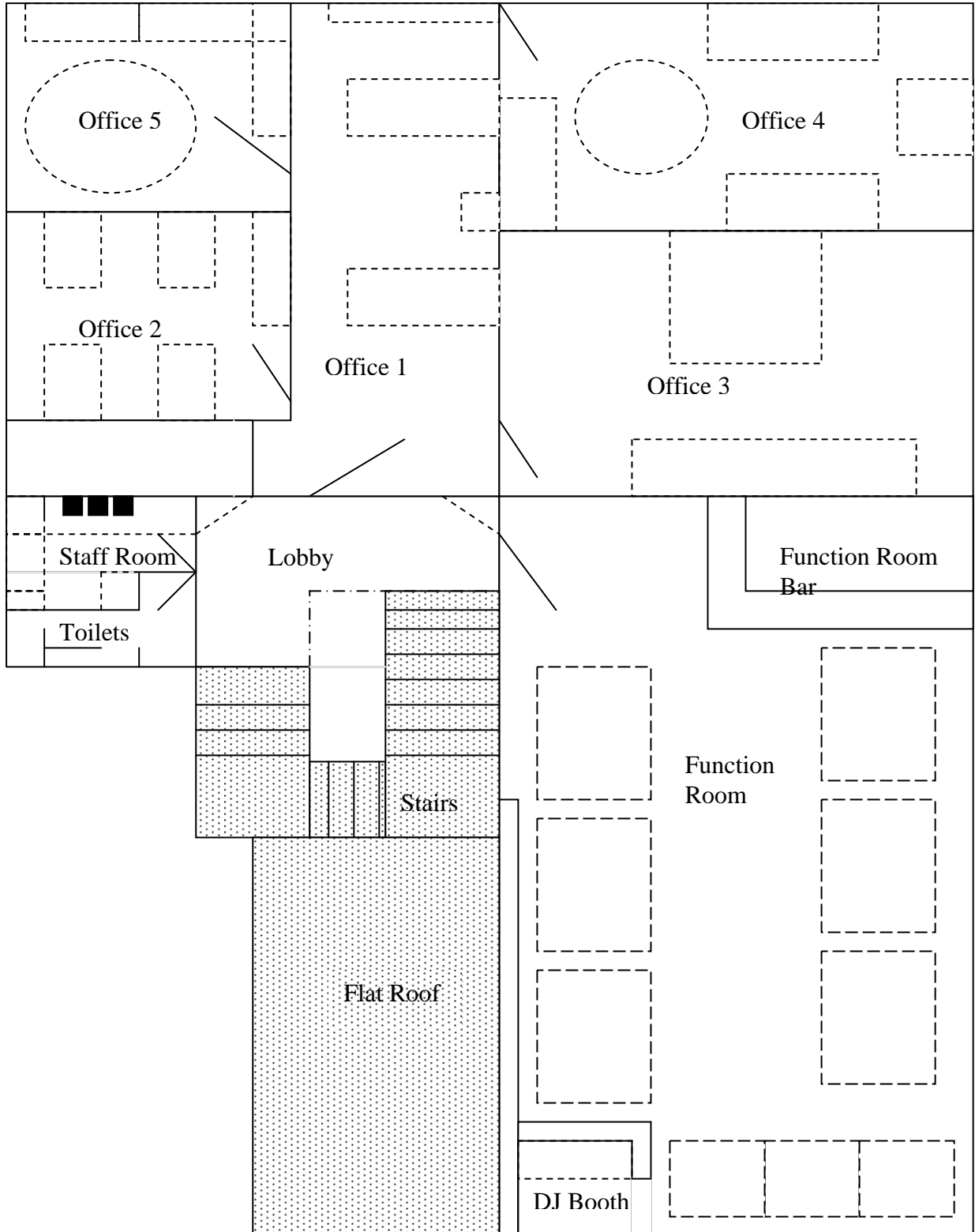
■ - First Aid Kits



# Plan of the Hotel

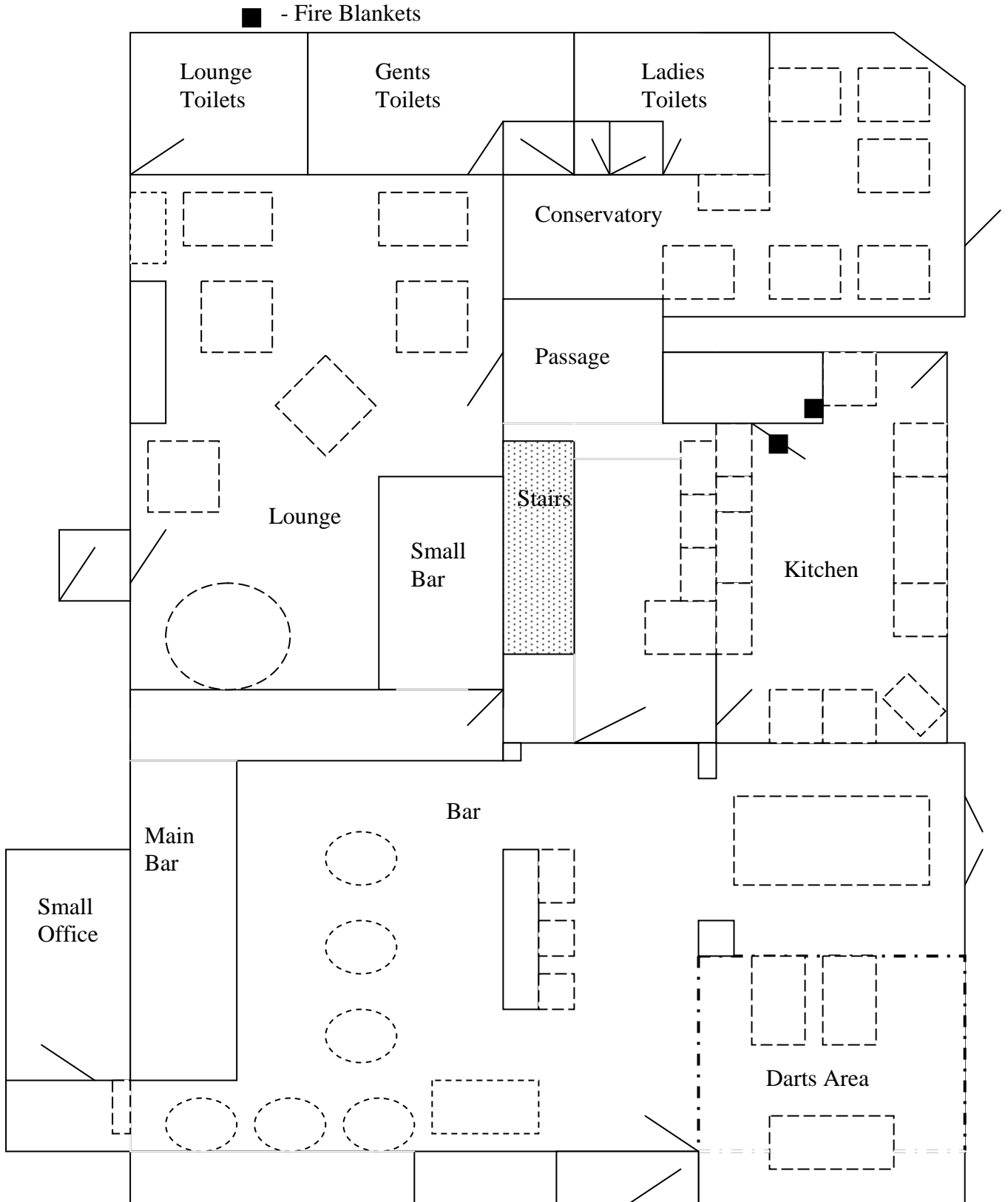
## Showing Fire Alarm Call Points (floor 3)

■ - First Aid Kits



# Plan of the Hotel

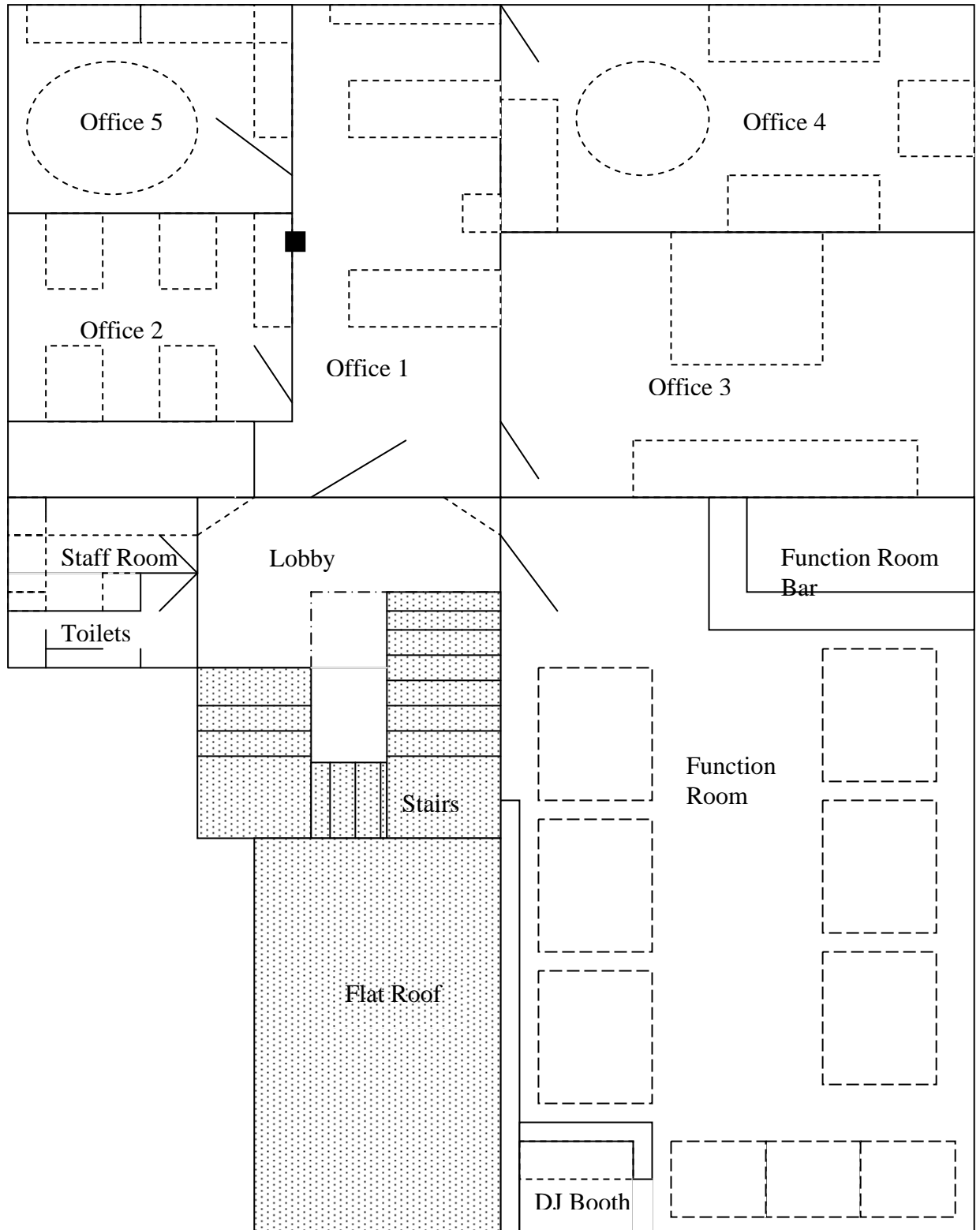
## Showing Fire Blankets (floor 2)



# Plan of the Hotel

## Showing Fire Alarm Call Points (floor 3)

■ - Fire Blankets

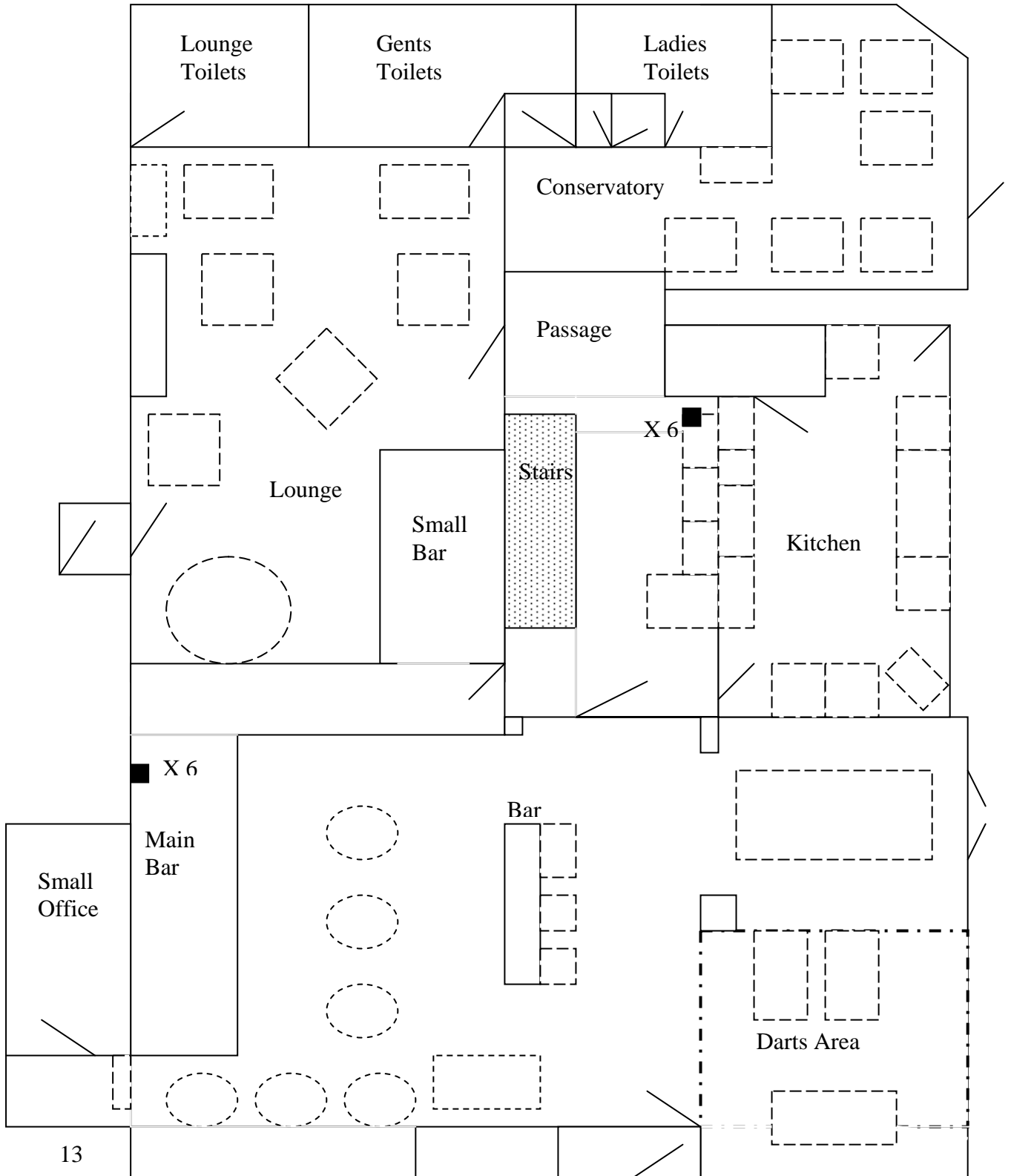


# Plan of the Hotel

## Showing Staff Safety Packs (floor 2)

Consisting of;

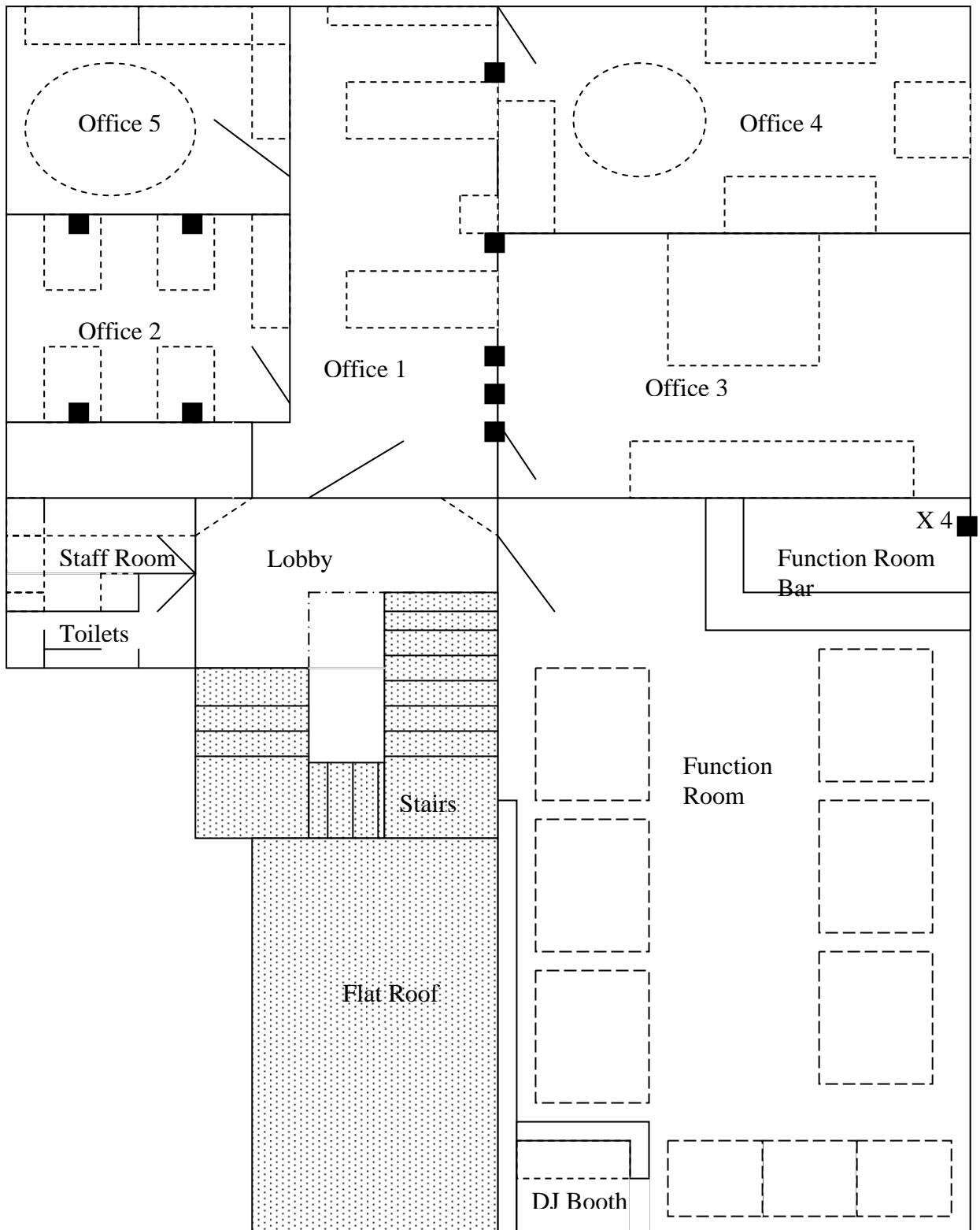
- An aluminous yellow jacket for staff or an aluminous orange jacket for managers
  - A safety torch
  - A whistle
- - Safety Packs



# Plan of the Hotel

## Showing Staff Safety Packs (floor 3)

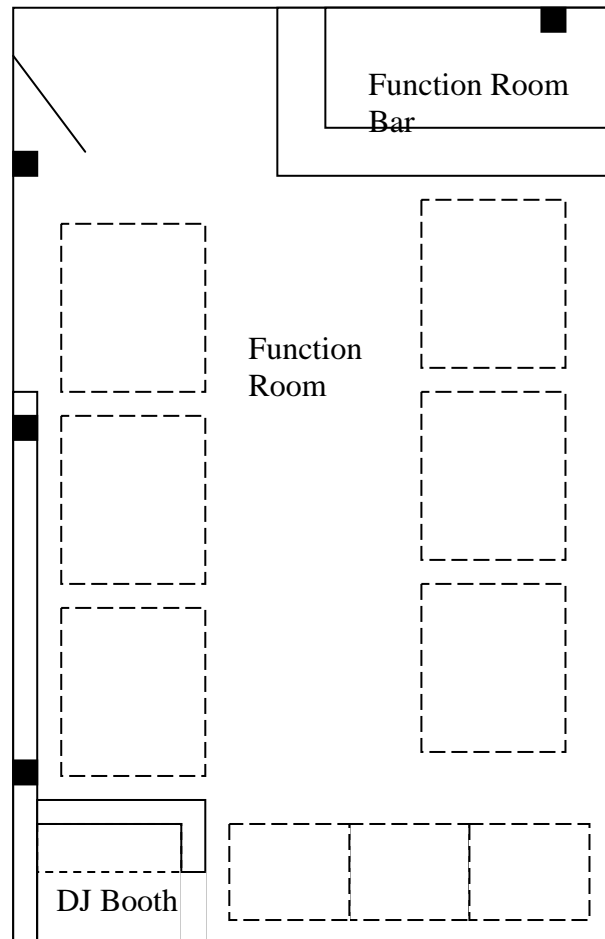
■ - Safety Packs



# *Plan of the Hotel*

## *Showing Flash Pods (function room)*

■ - Flash Pods





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# Section B

## Fire Evacuation Procedure

# **Staff**

In the case of a fire being discovered **within the building itself** then the staff will follow the following procedure.

On the **stage 1** alarms being activated through;

- A member of staff pressing the call boxes
- A member of the public pressing the call boxes
- The smoke detectors or fire sensors detecting a fire

The staff will;

1. Retrieve their safety packs from the designated places (pages 12, 13)
2. Turn the terminals off and turn the music down in the Hotel
3. Put on their jackets and search the building for any trace of a fire or trail of smoke.

*If a Fire is found*

1. The **stage 2** alarms will sound
2. The Police and Fire brigade will be immediately notified (through dialling 999 and stating “Fire, Halfway Hotel, Llanelli, SA15 1EZ”), or through the 24hr call monitor centre based in Cardiff.
3. The waitresses and Front of House department will clear the lounge and conservatory of guests through their nearest **safe** exit and will escort them to the muster point.
4. The bar staff will clear the main bar and function room through their nearest, **safe** exit and will escort them to the muster point.
5. The kitchen staff will clear the kitchen through their nearest **safe** exit and will escort meet at the muster point. Staff will make the kitchen are safe while exiting the area

*If a Fire is not found*

1. The staff will notify the cutomers of the situation and the alarms will be reset
2. Return their safety packs to the designated areas, and return to work

**Area 1 – Page 26**

**Area 5 – Page 30**

**Area 2 – Page 27**

**Area 6 – Page 31**

**Area 3 – Page 28**

**Area 7 – Page 32**

**Area 4 – Page 29**

**Area 8 – Page 33**

# **Staff**

In the case of a fire being discovered **outside the building itself** then the staff will follow the following procedure.

On the **stage 1** alarms being activated through;

- A member of staff pressing the call boxes
- A member of the public pressing the call boxes
- The smoke detectors or fire sensors detecting a fire
- A fire being spotted by a member of staff or a member of the public

The staff will;

1. Retrieve their safety packs from the designated places (pages 12, 13)
2. Turn the terminals off and turn the music down in the Hotel
3. Put on their jackets and search the building for any trace of a fire or trail of smoke.

*If a Fire is found*

1. The **stage 2** alarms will sound through the outdoor speakers
2. The Police and Fire brigade will be immediately notified (through dialling 999 and stating “Fire, Halfway Hotel, Llanelli, SA15 1EZ”) , or through the 24hr call monitor centre based in Cardiff.
3. The area managers will clear their designated areas of guests through their nearest **safe** exit and will escort them to the muster point.
4. The stall and ride staff will immediately stop their rides and stalls from continuing and will exit through the nearest, **safe** exit and will gather at the muster point.
5. The door staff will meet at the muster point.

*If a Fire is not found*

1. The staff will notify the cutomers of the situation and the alarms will be reset
2. Return their safety packs to the designated areas, and return to work

**Area 1 – Page 26**

**Area 5 – Page 30**

**Area 2 – Page 27**

**Area 6 – Page 31**

**Area 3 – Page 28**

**Area 7 – Page 32**

**Area 4 – Page 29**

**Area 8 – Page 33**



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# Section C

## Bomb Evacuation Procedure

## **Staff**

In the case of a bomb being discovered **within the grounds** then the staff will follow the following procedure.

On **discovery or suspicion** of a bomb within the building **all** working duty managers, and area managers **must** be informed

The informed managers will;

1. Check with the other managers that the message has been passed around
  - a. By using the code word; “CODE BLACK” and then the manager name.
2. Each of the managers must then reply to the manager through the phone system or headsets by using the words “COPY CODE BLACK” and then the manager name (who has replied)
3. Once each of the area managers has replied, the area must be **immediately** raise the fire alarms and clear their areas into the further muster point (the car park across the road from the hotel) without informing the guests of a bomb
4. Once the hotel grounds have been cleared the Hotel Manager will then inform the police, fire department, and bomb squad of the situation.

For example;

- On discovery of a bomb in Area 1, Paul must be informed (area 1 manager)
- Paul must then send out the message across the radios by saying “CODE BLACK, I repeat CODE BLACK”
- The other area managers must then reply by saying “COPY CODE BLACK, James” (James being the area 2 manager)
- Then each of the other area managers.
- Once each of the managers has replied, the fire alarms will be raised and the staff will be informed to evacuate the grounds without notifying them of a bomb being discovered.
- Once the grounds have been cleared the Hotel Manager will dial 999 and inform the police, bomb squad and fire brigade of the situation

**Area 1 – Page 26**

**Area 5 – Page 30**

**Area 2 – Page 27**

**Area 6 – Page 31**

**Area 3 – Page 28**

**Area 7 – Page 32**

**Area 4 – Page 29**

**Area 8 – Page 33**

# *Other Evacuation Points*

## **Staff**

Places to check **within** the building

*Waitresses and Front of House (area 3, 4)*

- Lounge
- Lounge toilets
- Passage
- Conservatory
- Male toilets
- Female toilets

*Bar Staff (area 1)*

- Main Bar
- Male Toilets

*Kitchen Staff (kitchen)*

- Kitchen
- Pantry

**Area 1 – Page 26**

**Area 5 – Page 30**

**Area 2 – Page 27**

**Area 6 – Page 31**

**Area 3 – Page 28**

**Area 7 – Page 32**

**Area 4 – Page 29**

**Area 8 – Page 33**

# **Staff**

Places to check **outside** the building

## *Area 2 Staff*

- Llan Rads Staff
- Kids Tree (inside & around)

## *Area 5 Staff*

- Inside Marquee

## *Area 6 Staff*

- On Rides
- In Stalls
- In Stables

## *Area 7 Staff*

- On Stage
- In Stalls
- On Rides

## *Area 8 Staff*

- In Shop
- On Rides

**Area 1 – Page 26**

**Area 2 – Page 27**

**Area 3 – Page 28**

**Area 4 –Page 29**

**Area 5 – Page 30**

**Area 6 – Page 31**

**Area 7 – Page 32**

**Area 8 – Page 33**



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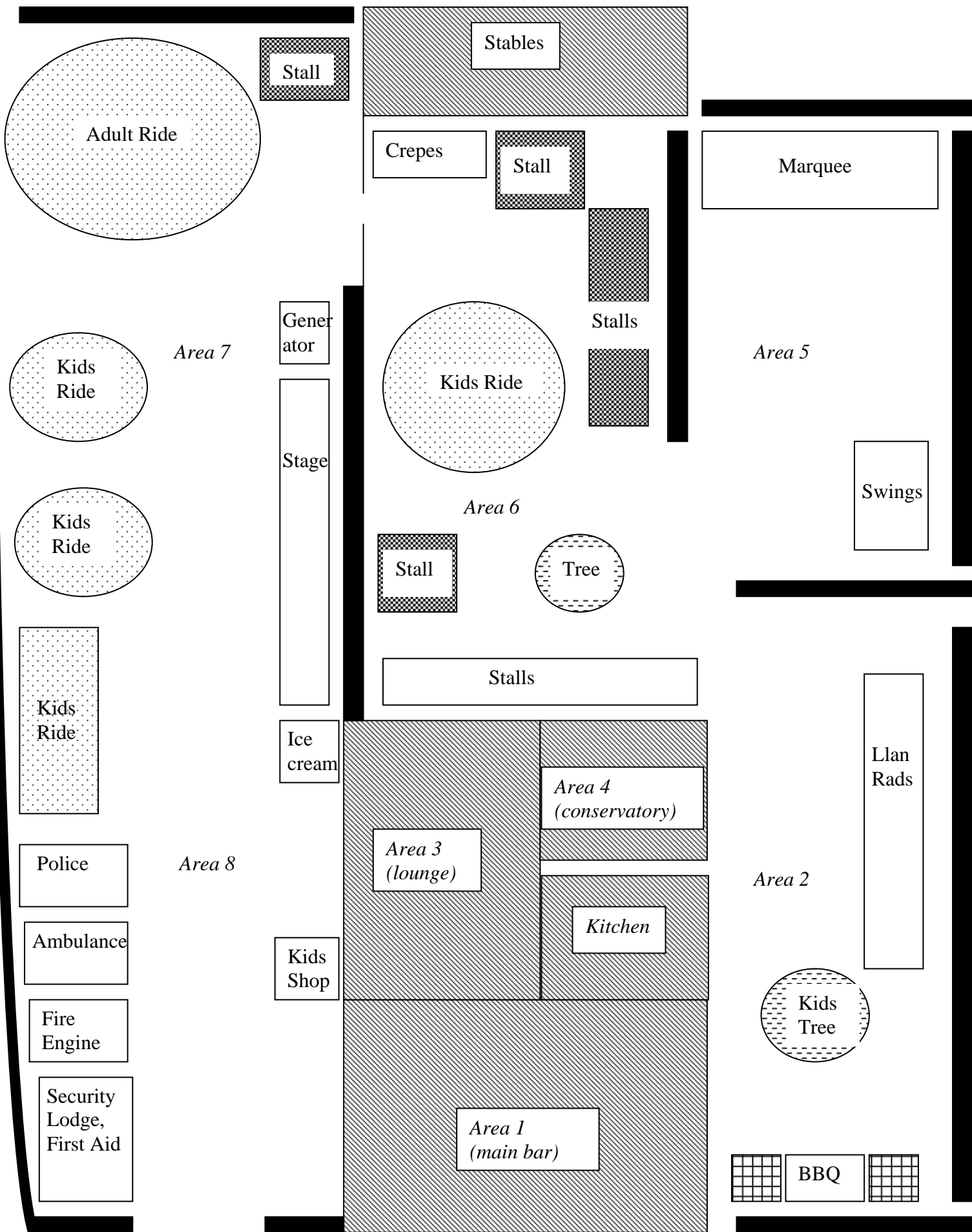
# Section D

## Plans of the Grounds, Muster Points and Evacuation Routes

1. Rides and attraction positions
2. Muster Points
3. Area set up and borders with primary and secondary evacuation routes

# *Plan of the Grounds*

***Showing Ride & Attraction  
positions and area set ups***



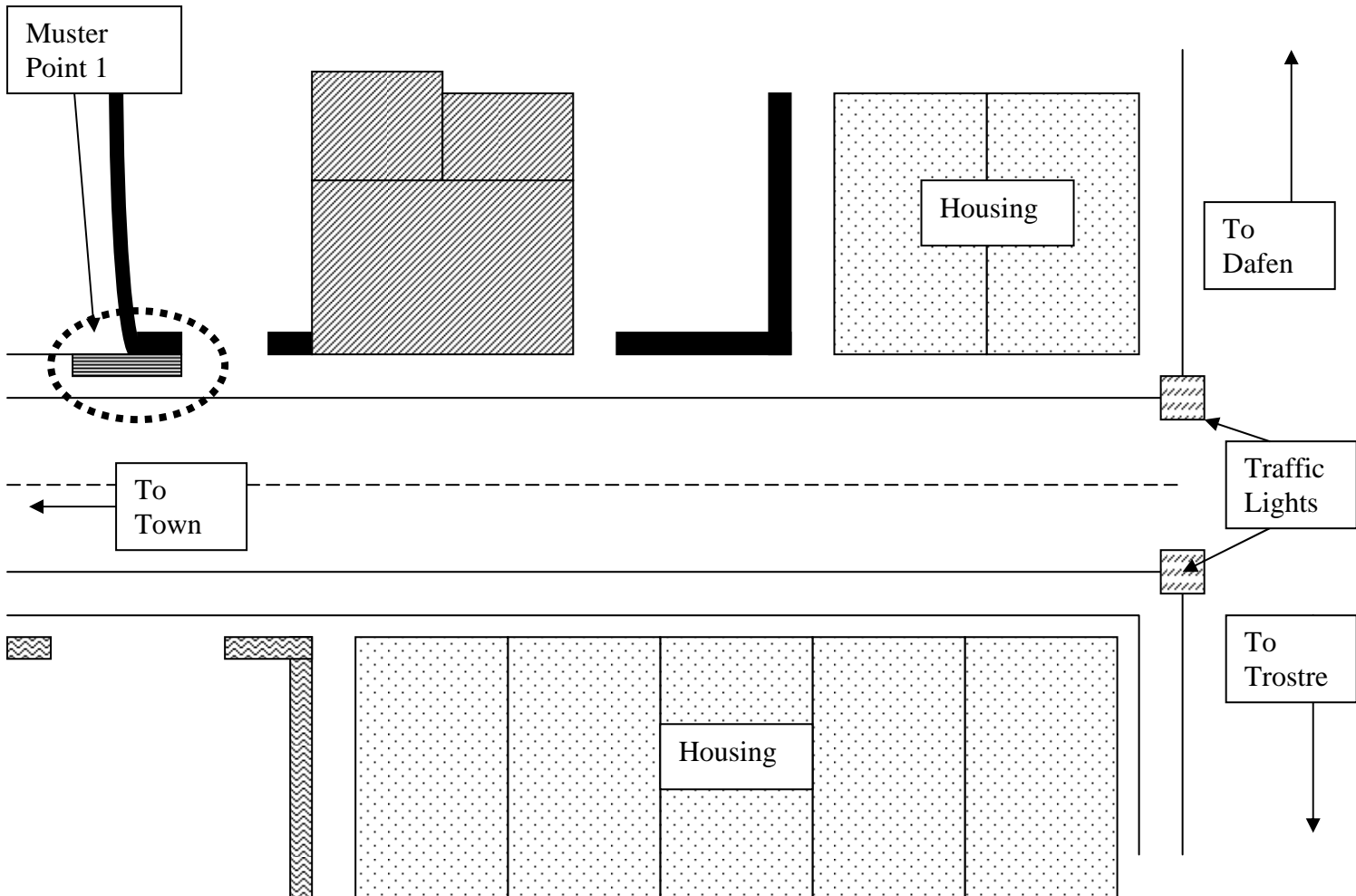
# *Plan of the Grounds*

*Showing Muster Points 1 & 2*

# Plan of the Grounds

## Muster Point 1

Muster Point 1 is situated at the bus stop outside the hotel grounds.  
This muster point is to be used for **small fires only**.

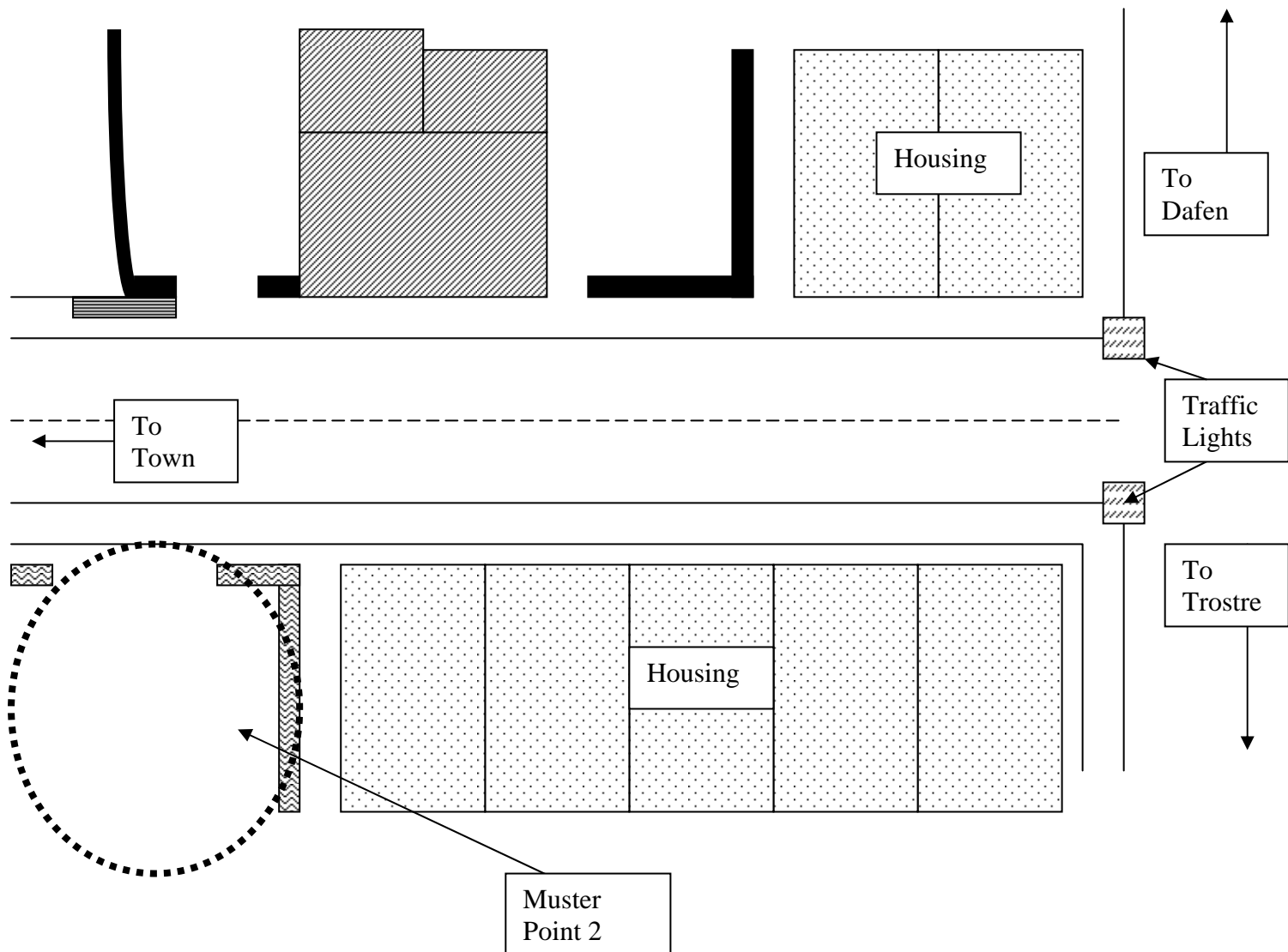


# Plan of the Grounds

## Muster Point 2

Muster Point 2 is situated across the road from the hotel grounds, in the large open space.

This muster point is to be used for **large fires and bomb evacuations**.



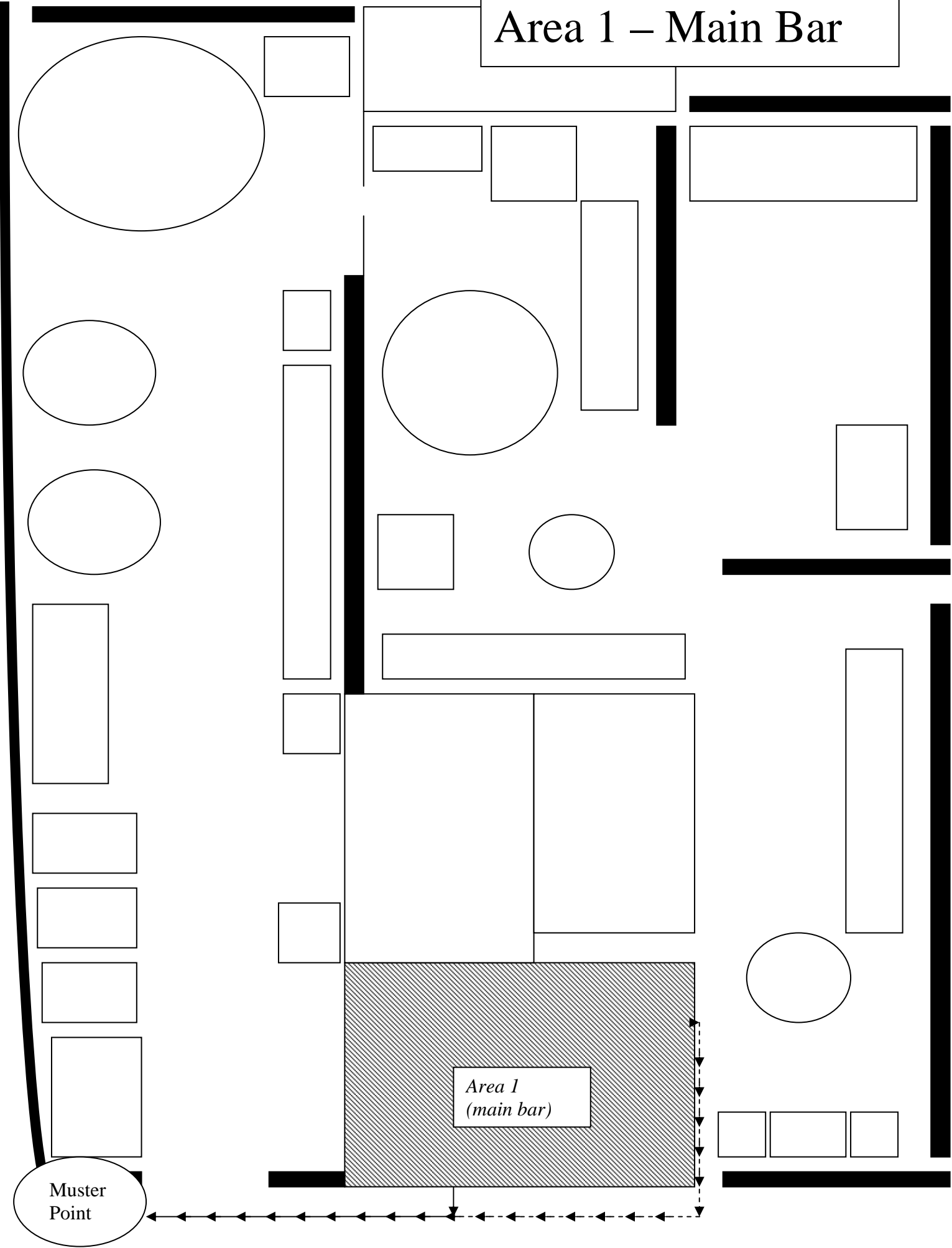
# *Plan of the Grounds*

## **Showing Evacuation Routes for each Area**

- ← - Primary Route
- ←---- - Secondary Route (only to be used if primary route is inaccessible)

1. Area 1 – Main Bar
2. Area 2 – Beer Garden
3. Area 3 – Lounge
4. Area 4 – Conservatory
5. Area 5 – Garden 1
6. Area 6 – Garden 2
7. Area 7 – Upper Car Park
8. Area 8 – Lower Car Park

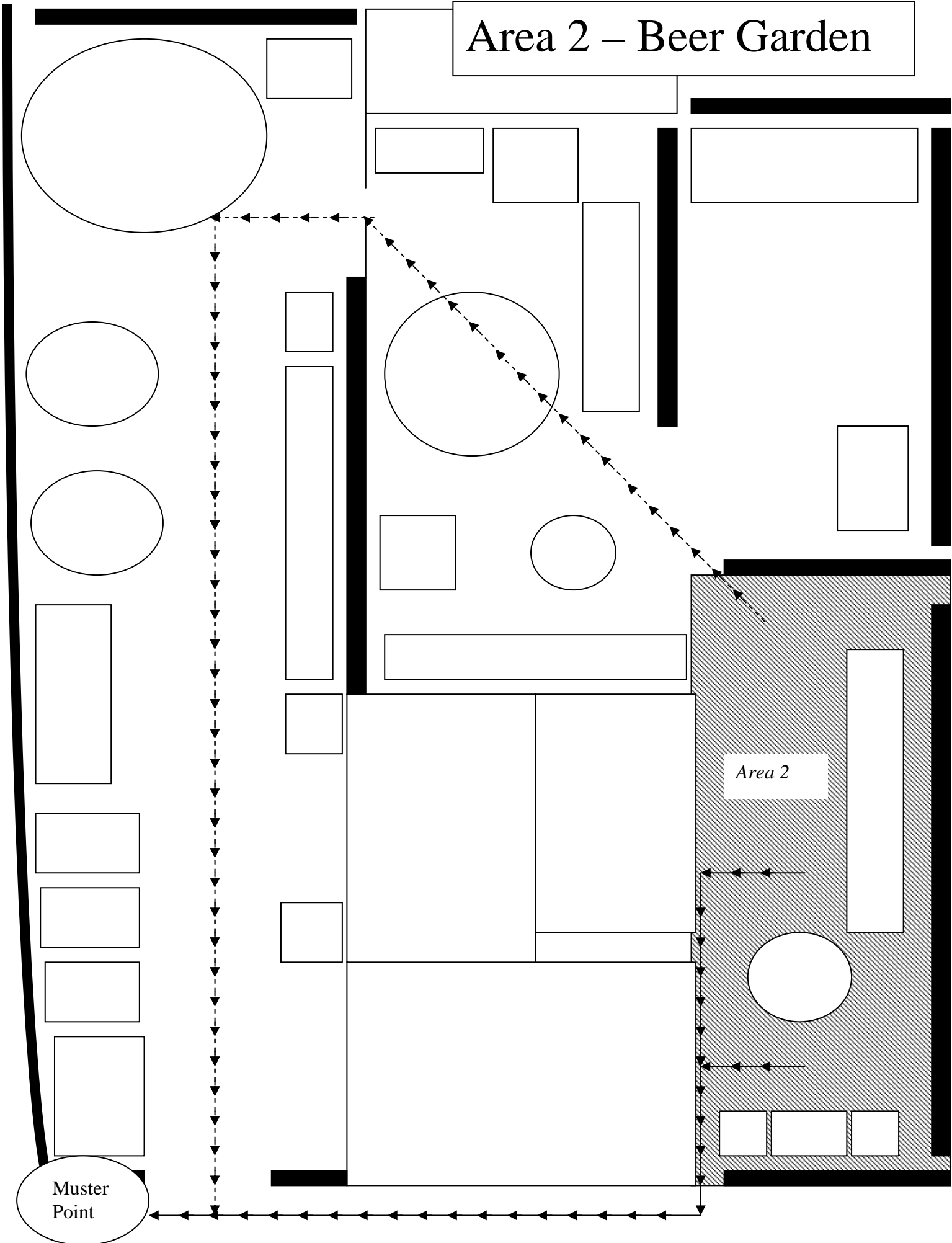
# Area 1 – Main Bar



*Area 1  
(main bar)*

Muster  
Point

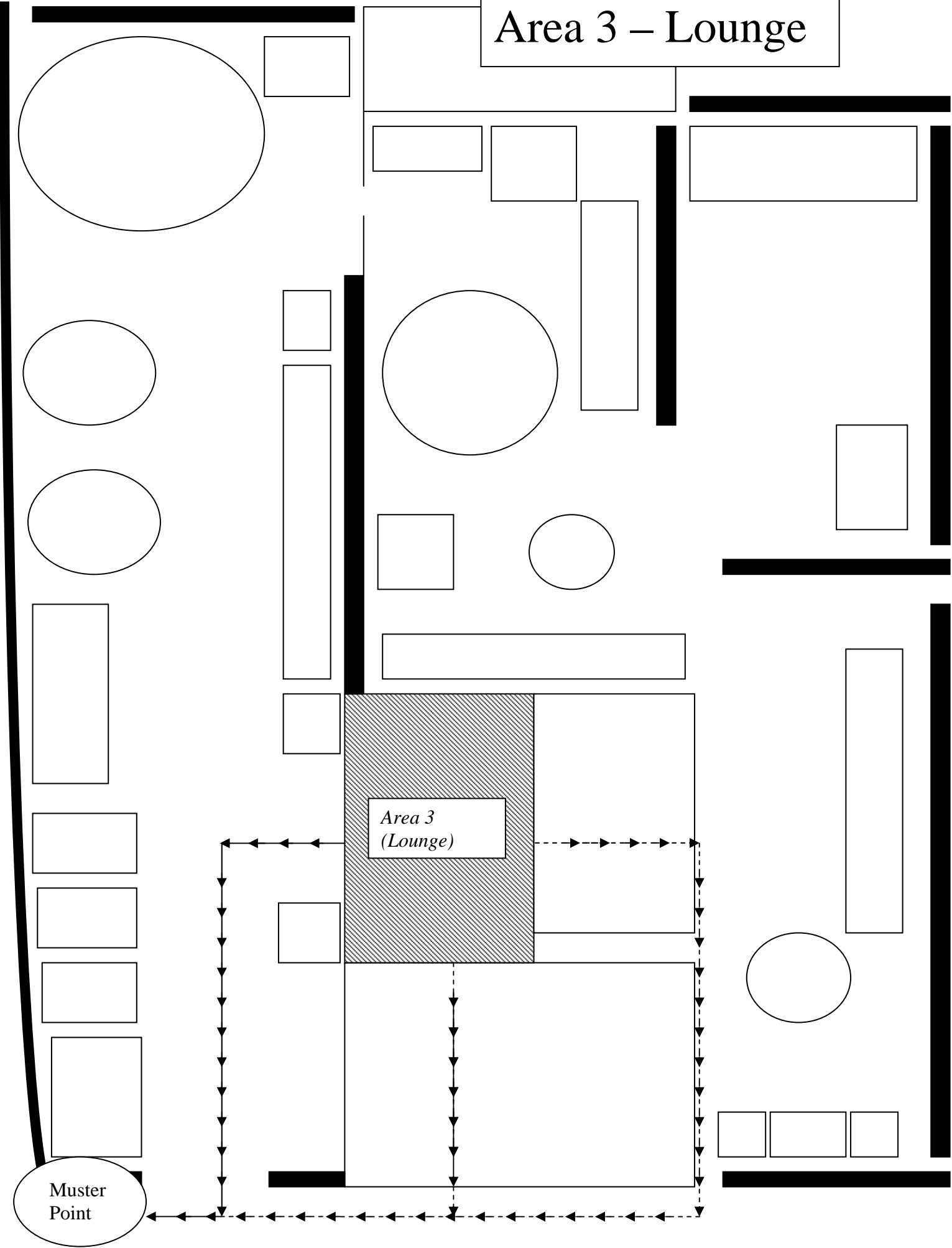
# Area 2 – Beer Garden



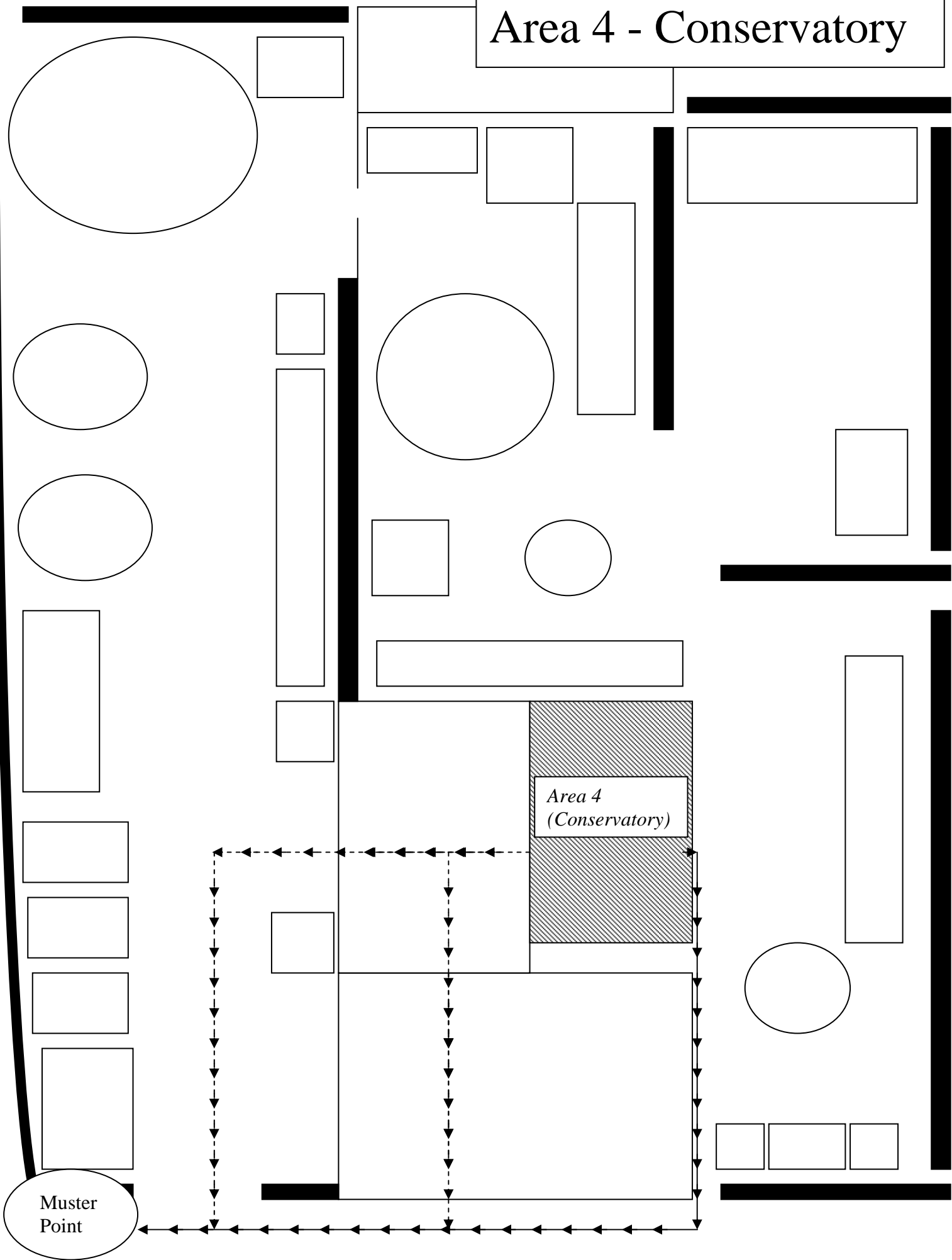
Muster Point

Area 2

# Area 3 – Lounge



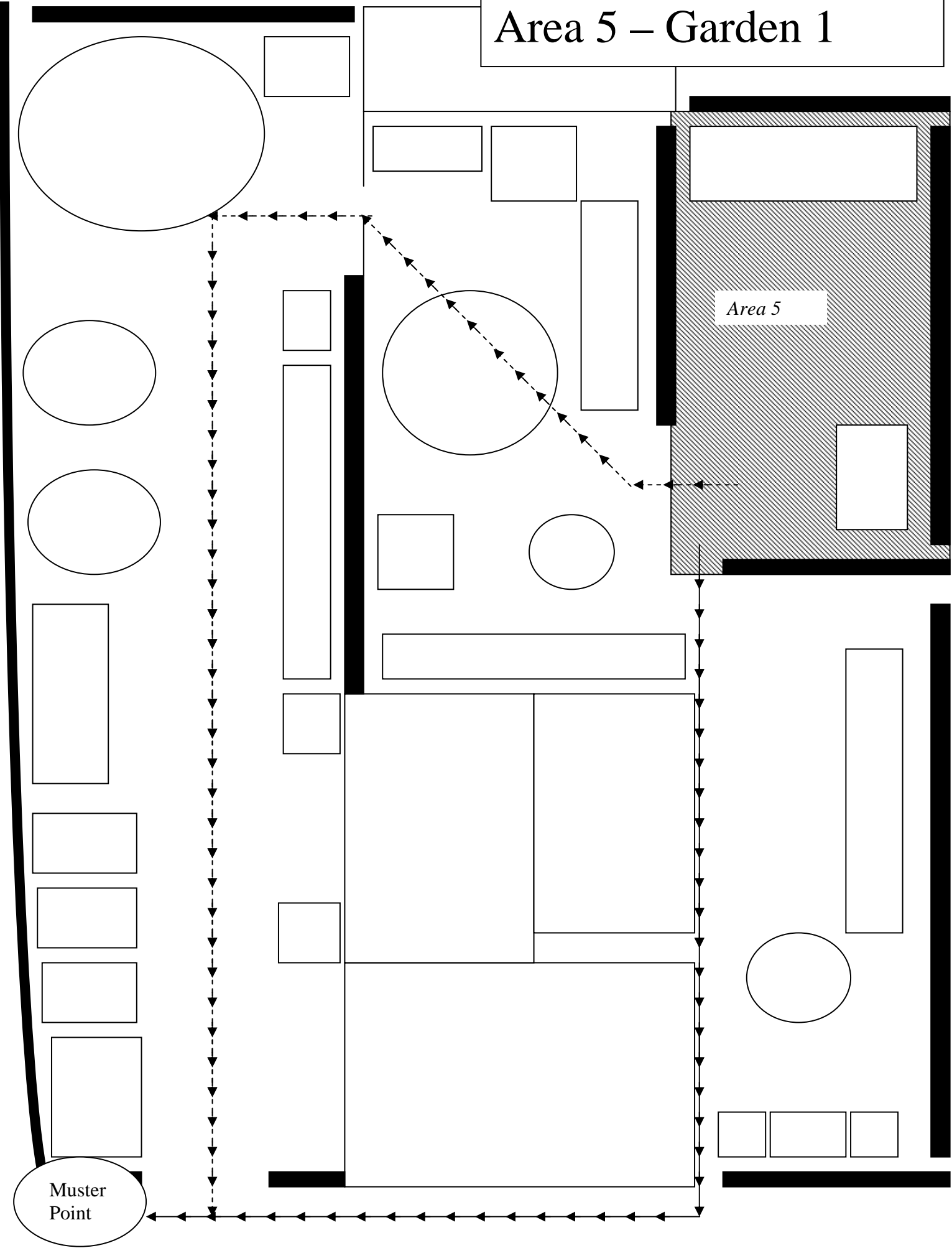
# Area 4 - Conservatory



Muster Point

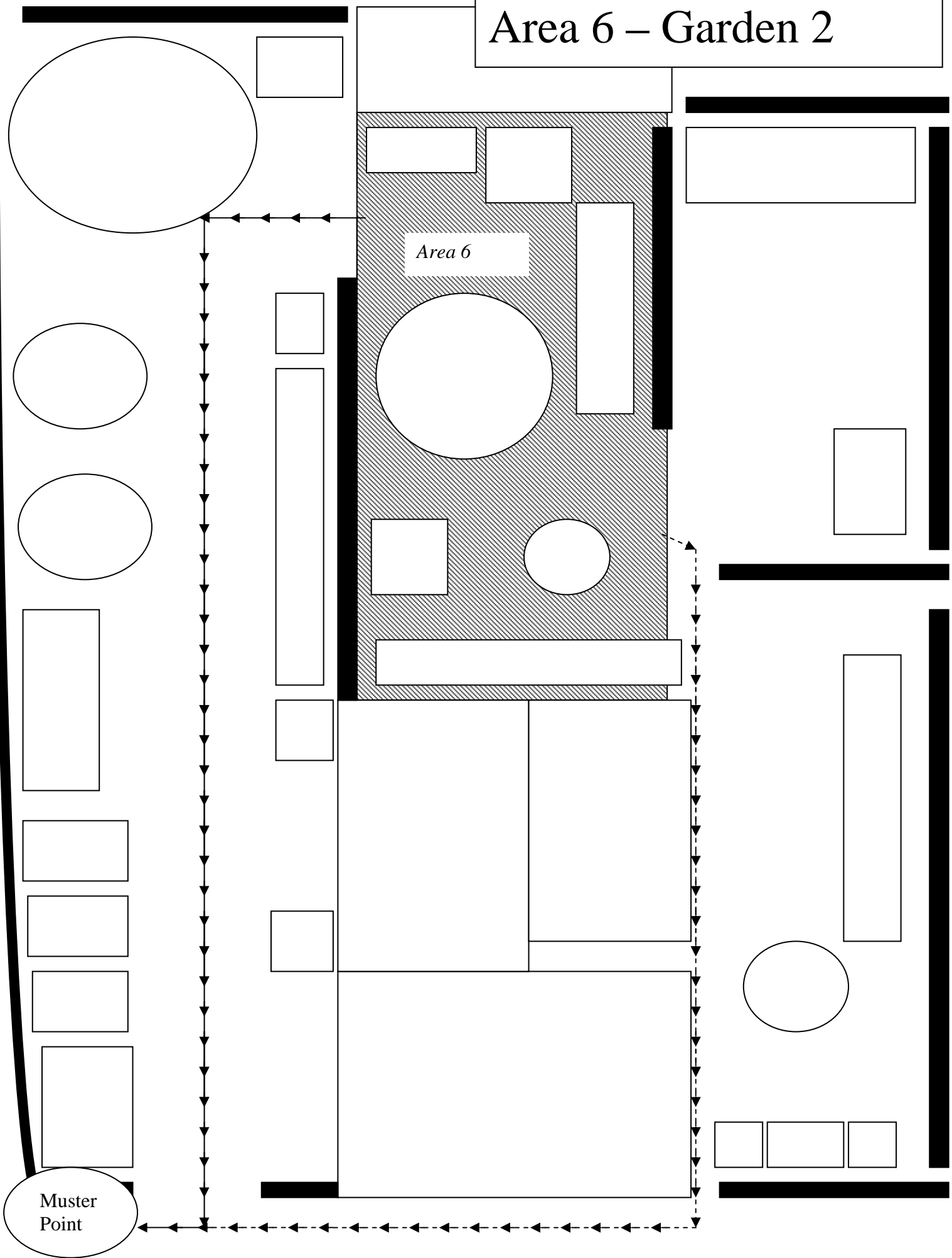
Area 4  
(Conservatory)

# Area 5 – Garden 1



Muster  
Point

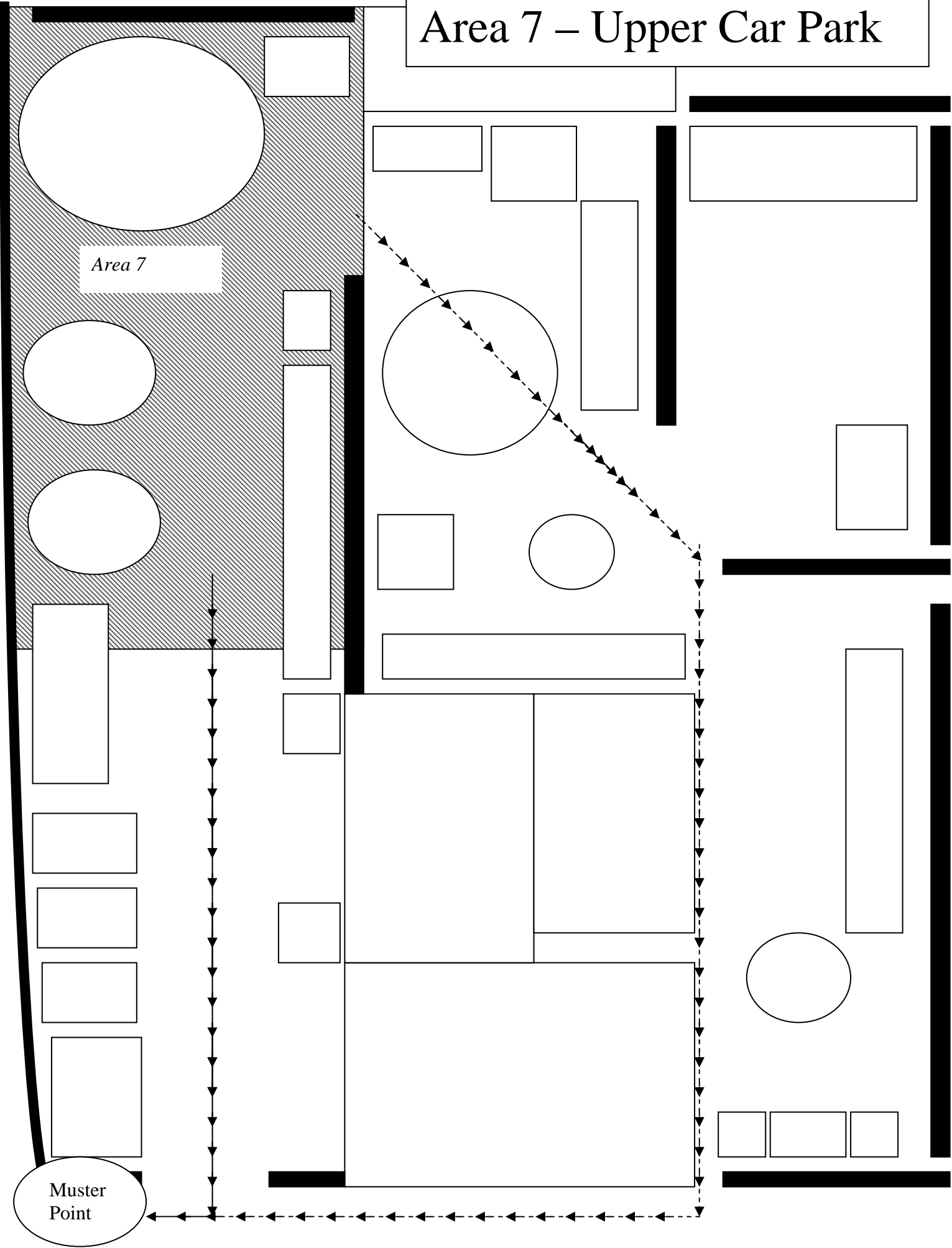
# Area 6 – Garden 2



Area 6

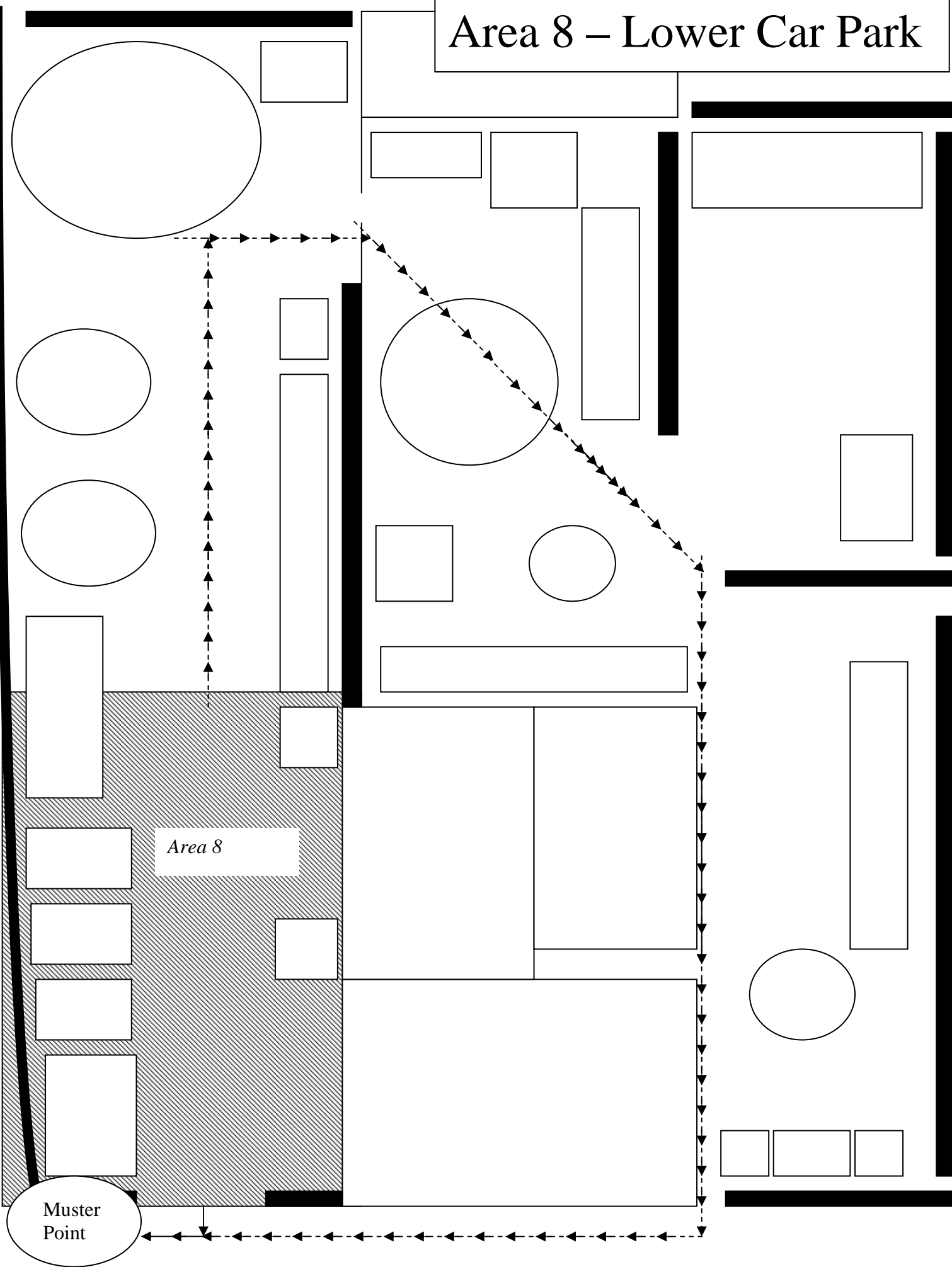
Muster Point

# Area 7 – Upper Car Park



Muster Point

# Area 8 – Lower Car Park





## **HALFWAY HOTEL**



### ***Halfway Hotel***

GLYNCOED TERRACE  
LLANELLI  
S WALES  
SA15 1EZ

Tel: 01554 773571  
[www.halfwayhotel.co.uk](http://www.halfwayhotel.co.uk)

## ***Queries or Questions***

### ***Please contact;***

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**Mobile 2 – 07798 870 598**

**E-mail – [enquiries@anyone-waiting.co.uk](mailto:enquiries@anyone-waiting.co.uk)**

**Office – 01554 741001**

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