

# **FIRE EMERGENCY PLAN**

Ashurst Village Hall  
The Street, Ashurst  
BN44 3AP  
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Plan produced by Graham Timms  
Trustee  
Signed:

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## **Action to be taken by a person discovering a fire**

1. Raise the alarm by activating nearest fire alarm
2. Dial the Emergency Services (999)
3. Evacuate the building and report to the signed Assembly Point in the Car Park

## **Actions to be taken by a person upon hearing the fire alarm**

1. Leave the building by the nearest available exit.
2. Report to the Assembly Point in the car park
3. Do not stop to collect personal belongings.

## **How the Fire Brigade (and other emergency services) are to be called and who is responsible.**

1. The Hirer of the Hall or representative will call the emergency services upon hearing the fire alarm.
2. Anyone calling 999 should give specific details of the location i.e. Ashurst Village Hall, BN44 3AP

## **Fire Warning System**

Seven automatic detectors and five manual fire alarm points are linked to audible sirens inside and outside the Hall

## **Evacuation Procedures**

Personnel will evacuate the building following the directions of the Hirer and proceed to the designated Assembly Point in the car park to await a head count or roll call. Personnel should not re-enter the building until the local Fire Brigade's Officer in Charge gives the all clear

## **Key escape routes**

Escape routes are the front door, emergency exit as signed, and door to rear of stage.

## **Assembly Point**

At sign in car park.

## **Hirer or designated representative has specific responsibilities for the following:**

1. To contact Fire Brigade if the fire alarm is sounded or a fire is suspected.
2. Take control of the evacuation and roll call
3. "Sweep" the building by checking all rooms, toilets etc., to ensure the building is fully evacuated.
4. Liaise with Officer in Charge, upon arrival of the Fire Brigade.
5. Local Fire Brigade to give the all clear before personnel return to the affected area.
6. Hirer to oversee re-entry to the building
7. Hall representative to reset Fire Alarm

## **Arrangements for safe evacuation of persons identified as being especially at risk from fire.**

Disabled persons will be escorted by able-bodied persons designated by Hirer

## **Fire fighting equipment provided (locations and details)**

Inside front door; water and CO2 extinguishers.

At main hall emergency exit; water and CO2 extinguishers

Adjacent to stage door; water and CO2 extinguishers

Kitchen; fire blanket and CO2 extinguisher

## **Procedures for liaison with Fire Brigade on arrival**

The hirer to liaise with Officer in Charge on arrival