

FIRE SAFETY GUIDANCE AND EMERGENCY PLAN FOR HIRERS

SAFETY GUIDANCE

YOU, THE HIRER is the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Abbotskerswell Village Hall during your hire of the Village Hall.

At all times Abbotskerswell Village Hall is in use, the **'RESPONSIBLE PERSON'** must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to SAVE LIVES and not the building!

BEFORE YOUR EVENT STARTS:

- Check that the Village Hall 'Fire Exit' lights are working.
- Check that all Village Hall 'Fire Exit' routes are not blocked, e.g., by tables, chairs, or boxes.
- Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers. A list can be found on the Notice Board in the Main Foyer of the hall.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung within the Village Hall so that they could fall and obstruct a Fire Exit.
- Inform all your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' which is by the Notice Board at the entrance to the front Car Park and to wait for you in the event of a fire or an emergency.

DURING YOUR EVENT:

- Count number of attendees are at your event.
- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency.
- Ensure that no vehicle obstructs the **Main Entrance or the Ramp from the Fire Exit at the Rear of the Hall** so that wheelchair users and those with prams/buggies may be able to leave the Village Hall safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the Road.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g., smoking, use of candles or other naked flames);
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

EMERGENCY PLAN

In the Event of a Fire or some other emergency: **Take Command!**

- Give loud and clear instructions.
- Tell everybody to:
 1. In an orderly manner to immediately evacuate the building using the nearest available exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary; and
 2. Gather at the 'Assembly Point', i.e., by the Notice Board by the entrance to the front Car Park, and to wait for you.
- Start the Village Hall Fire Alarm – by turning the 'fire bell' located at the fire exit next to main hall kitchen shutters and on wall in the foyer.
- Do not attempt to tackle a fire unless trained and confident to do so.

Call **THE FIRE BRIGADE - DIAL 999** and give this address:

**ABBOTSKERSWELL VILLAGE HALL,
Slade Lane,
Abbotskerswell,
Newton Abbot,
Devon. TQ12 5PB.**

- **IF IT IS SAFE TO DO SO** check every Village Hall area, to ensure that everyone has left the Village Hall.
- Fire extinguishers should be used to clear a safe passage to a Fire Exit.
- Once outside, at the 'Assembly Point', check that everyone is accounted for.
- Check that the street and the area around the Village Hall is clear for the emergency services vehicles.
- Do not allow anyone to enter the Village Hall until a fire officer tells you it is safe to enter.
- Check all occupants are accounted for.
- Ensure a key holder remains available to give the Fire Brigade access if necessary.
- Do not return into the building until the Fire Brigade has given instructions to do so.
- Contact a member of the Abbotskerswell Village Hall Management Committee on one of the telephone numbers shown below:

Chairperson/ Hall Booking	Lynn Howard	07702 092278
Vice-Chairperson	Barry Hedger	07866 607025
Treasurer	Kevin Farrelly	04917 354340
Secretary	Amy Hedger	07841 383544
Member	Paul Marino	07816 422802
Member	Ann Allen	01626 330962