

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Moot Hall, Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

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FIRE EVACUATION PLAN

Emergency Evacuation Plan for:	Appleby Public Hall
Premises Address:	Boroughgate Appleby, Cumbria CA16 6YA
Emergency Contact Number:	Stan Rooke 017683 52864
Secondary Contact Number:	Clerk's Office Staff: 07904 446882 or 07817 609302
Plan date:	10 th July 2024
Last Reviewed:	26 th March 2026

Raising the Alarm:

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

Call points can be found in the following locations:

Downstairs – Main Hall

- One in main foyer (next to entrance doors)
- Next to Emergency Exit doors
- Two in the corridor leading to the ladies' toilet
- First floor landing behind the stage
- Rear wall of boiler room – no public access

Upstairs – Supper Room

- Two on the stairs up to the landing
- Top landing to rear of supper room
- Emergency exit door landing, leading from supper room

If fire is detected by the automatic detectors, this will trigger the fire alarm.

All call points and fire extinguishers are labelled on the Emergency Exit plan.

Action hirers should take on hearing the alarm:

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

- The hall hirer should take charge and lead in the fire evacuation, using fire doors and emergency exits. The emergency exit plan is attached to this document.
- Dial 999 and request attendance by the Fire Service. Hirer should give their name, name of building, building address (as detailed above), contact number and details of fire.
- Commence evacuation of the building – ensuring this is done in a calm and orderly manner and provide assistance to those needing additional help in evacuating. All hall users should be directed to the assembly point (Moot Hall bus stop).
- The lift cannot be used in an emergency evacuation. In an emergency, wheelchair users must be carried to the nearest fire exit.
- If safe to do so, a brief sweep of the building should be done to ensure all areas are clear (including back areas) and ensure all fire doors are closed. Hirers should know how many are attending their event.
- All hall users should gather at the assembly point and ensure everyone is accounted for. Once this is complete, the hirer should phone the Emergency Contact and request immediate attendance. If they do not answer, the Secondary Contact should be phoned.
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Liaise with Fire Service upon their arrival.

Escape Routes:

If you are unsure of where the closest exits are located, please follow the signs. The emergency exit plan is attached to this document.

Main Hall

- Main doors out onto Market Arcade.
- Fire doors located in the Main Hall. Instructions on how to open the doors are on the wall next to the door.
- Two emergency exits in the corridor to the ladies' toilets.
- Emergency exit on the Supper Room stairs (on first landing).

Supper Room

- Emergency exit on the Supper Room stairs (on first landing).
- Emergency exit from Supper Room, labelled. Stairs lead down to the fire door, and exit is out into the Market Arcade.

Fire Assembly Point:

Moot Hall bus stop.

Extinguisher use:

Fire extinguishers should only be used where:

- The hirer feels confident in their use of an extinguisher.
- 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, staff or hirers should not attempt to extinguish a fire.

Location of Key Safety Hazards:

- The fire alarm panel is located in the Arcade, opposite the Public Toilets. When a fire alarm has been triggered in a certain area, the fire zone will be flashing red.

Equipment needed for Evacuation Plan:

Mobile phone to liaise with fire service and Emergency Contacts.

Responsibilities:

Ensuring plan is up to date	Town Clerk – Sue Gilbertson
For ensuring adequate staff are on duty to carry out the evacuation plan	Town Clerk – Sue Gilbertson
For training staff on the evacuation plan and in their roles and responsibilities	Town Clerk – Sue Gilbertson



Fire Action



Raise the alarm



**Leave the building by
the nearest exit**



Report to assembly point

Moot Hall bus stop



**Do not return to the building
until authorised to do so**



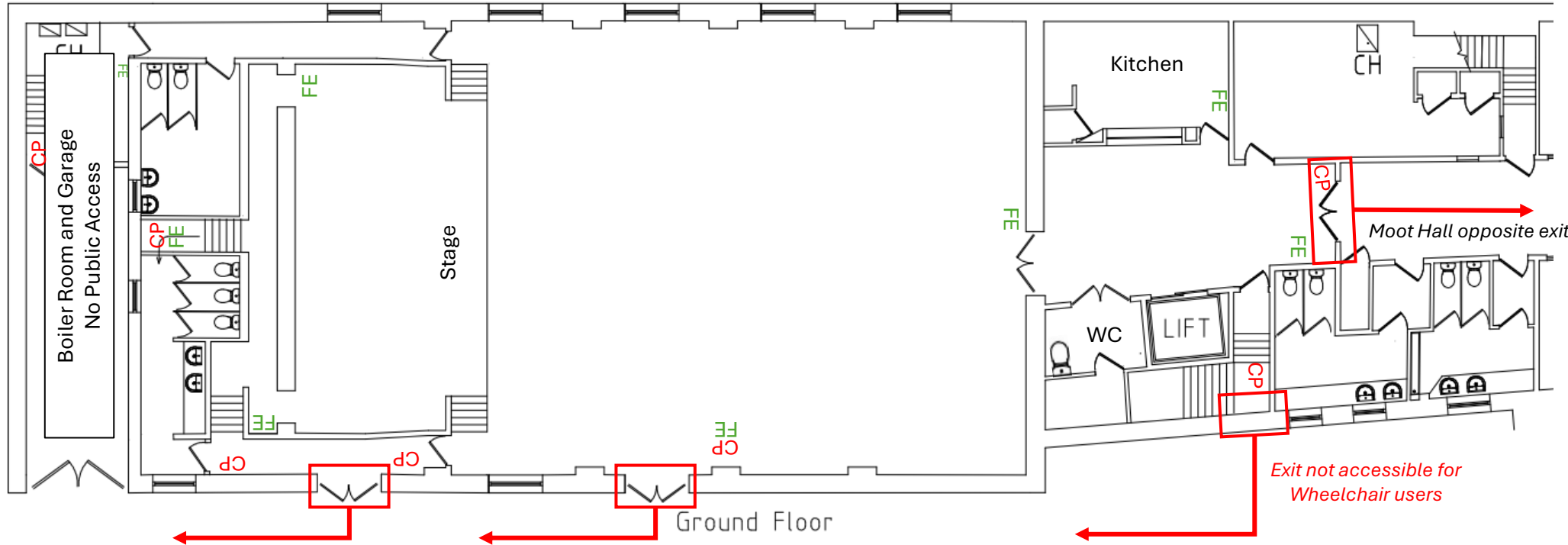
Do not take any risks

Appleby Public Hall – Emergency Exit Plan

Main Hall

In Case of Emergency, please head to your nearest exit and sound the closest Fire Alarm.

Exit doors and fire alarms are shown below in red, fire extinguishers in green.



Upon exit, please head under the arch onto High Wiend, and to the Assembly Point at the Moot Hall bus stop.

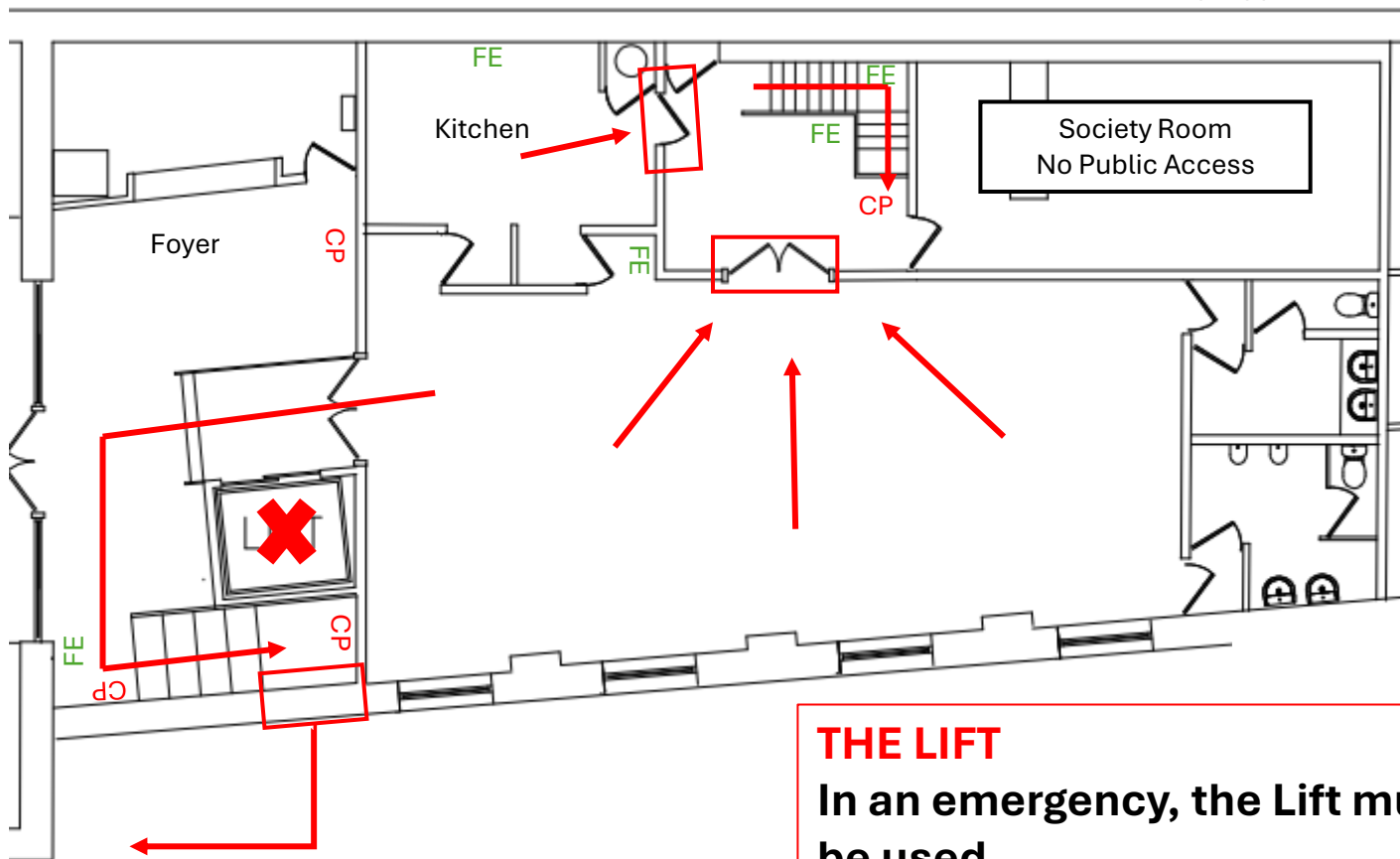
Appleby Public Hall – Emergency Exit Plan

Supper Room

In Case of Emergency, please head to your nearest exit and sound the closest Fire Alarm.

Exit doors and fire alarms are shown below in red, fire extinguishers in green.

This exit takes you back to the arcade, beyond the Public Hall entrance doors. Please head to the Moot Hall bus stop, opposite the Dog Grooming shop.



Upon exit, please head under the arch onto High Wiend, and to the Assembly Point at the Moot Hall bus stop.

THE LIFT

In an emergency, the Lift must not be used.

Wheelchair users should be carried to the nearest fire exit.