

EMERGENCY PLAN FOR THE TEMPORARY RESPONSIBLE PERSON

| Date and Time of Event | Room(s) in Use | Name of Hirers and Responsible Assistants | Signature |
|------------------------|----------------|---|-----------|
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BEFORE THE EVENT OR FUNCTION YOU SHOULD BE AWARE OF:-

| Item | Details | Tick When Complete | Hirer's Initial |
|------|--|--------------------|-----------------|
| 1 | Fire protection systems in place:- <ul style="list-style-type: none"> • Fire doors. • Fire exits and routes. • Fire fighting equipment. • Lighting. | | |
| 2 | Fire alarm and detection system details:- <ul style="list-style-type: none"> • Automatic fire detection system is installed. • Break glass alarm call points are on all exit routes. | | |
| 3 | If the fire alarm sounds you will hear the fire alarm siren and see the strobe lights flashing. | | |
| 4 | If you discover a fire:- <ul style="list-style-type: none"> • Close the door of the room. • Raise the alarm by operating the nearest call point. • Evacuate the building using the nearest available exit. • Call the Fire Brigade by dialling 999 – mobile or phone kiosk. • Provide assistance to persons with special needs - eg wheelchair users. | | |
| 5 | Evacuate the building safely:- <ul style="list-style-type: none"> • Keep your group together. • Co-operate with any instructions. • Report to the assembly point. • Report to the Fire Service on arrival. • Do not re-enter the building. | | |
| 6 | The fire assembly point is:- <ul style="list-style-type: none"> • Car Park – rear of Town Hall. | | |

| Item | Details | Tick When Complete | Hirer's Initial | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|--------------------|--------------------|--|--|-----------|----|---------|--|-------------|----|---------|--|-----------------|----|---------|--|---------------------|--|--|--|------------|-----|---------|--------------------|--------------------------|------------|----------------|--|--|--|
| 7 | <p>Key points of the Emergency Plan are as follows:-</p> <ul style="list-style-type: none"> • Do not use the lift if fire alarm sounding. • Main entrance door to Street - fasten back one outer doors if more than 50 persons to be present, both outer doors and unlock door at base of stairs if more than 100 persons present in building. • Rear staircase and main staircase have refuges for disabled people. • There are two escape routes from the first floor main staircase - down stairs or through the Main Hall. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | <p>Arrangements provided for fighting fire:-</p> <ul style="list-style-type: none"> • Fire extinguishers and blankets are provided but take no personal risk. • Water extinguishers (all red) are provided for fires involving paper, wood, furnishings - Do not use on electrical fires or flammable liquids. • Carbon dioxide (red/black label) extinguishers are provided for use on electrical fires. • Dry powder (red/blue label) extinguishers are provided in kitchen, safe for use on all types of fire. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>In case of the fire alarm operating please shut down all equipment that has been in use.</p> <ul style="list-style-type: none"> • Any equipment that you have brought into the building. • Kitchen equipment if in use. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Rules for kitchen use:-</p> <ul style="list-style-type: none"> • Shut off all cookers before leaving the building. • Follow displayed kitchen rules at all times. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>How to call the emergency services.</p> <p>The responsible person at the time should call the Fire Brigade by dialling 999 – mobile or phone kiosk outside the building. The full address is:-</p> <ul style="list-style-type: none"> • Heanor Town Hall, Market Place, Heanor, Derbyshire, DE75 7AA. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | <p>Meet the Fire Service on arrival and report to them on the location of the fire and details of any persons needing their assistance.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | <p>Show all your helpers this document and ensure they are all familiar with it.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | <p>Limitation on numbers of people. Maximum permitted numbers:-</p> <table style="margin-left: 20px;"> <tr> <td colspan="4">First Floor</td> </tr> <tr> <td>Main Hall</td> <td>60</td> <td>persons</td> <td></td> </tr> <tr> <td>Buxton Room</td> <td>10</td> <td>persons</td> <td></td> </tr> <tr> <td>Council Chamber</td> <td>50</td> <td>persons</td> <td></td> </tr> <tr> <td colspan="4">Ground Floor</td> </tr> <tr> <td>A total of</td> <td>100</td> <td>persons</td> <td>staff and clients.</td> </tr> <tr> <td>Total in Building</td> <td>220</td> <td>persons</td> <td></td> </tr> </table> | First Floor | | | | Main Hall | 60 | persons | | Buxton Room | 10 | persons | | Council Chamber | 50 | persons | | Ground Floor | | | | A total of | 100 | persons | staff and clients. | Total in Building | 220 | persons | | | |
| First Floor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main Hall | 60 | persons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Buxton Room | 10 | persons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Council Chamber | 50 | persons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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