

Neuadd Bronwydd Hall

Charity Commission Reg. No. 523881

Emergency Evacuation Plan

1. All persons booking the hall should make all present aware of emergency evacuation plan as outlined below. This should include the location of the exits and assembly point. This should be done prior to commencement of any event.
2. All persons booking the hall should nominate sufficient ushers to organise the evacuation of the hall.
3. In the event of a fire in the main hall people can be evacuated through the designated fire doors. These can be found next to the stage leading onto the cricket field, through the rear double doors again onto the cricket field and/or out through the main entrance.
4. In the event of a fire in the rear room behind the stage people can be evacuated through the double doors and out onto the car park or through the two side entrances either side of the stage and into the main hall and out as found in the above instructions.
5. If a fire was discovered in the kitchen people can be evacuated through the exit door in the kitchen onto the rear field, or through the main door to the kitchen and through the main entrance onto the car park or to the rear storeroom and out onto the cricket field.
6. If a fire is discovered please leave the hall as quickly as possible ensuring that all persons are accounted for. The assembly points are adjacent to the main entrance to the car park if evacuating into the car park or the Cricket Pavilion if evacuating onto the cricket field.
7. The fire service can be called by using the payphone in the entrance of the hall (call free of charge) or by using a mobile phone (signal available at the main entrance to the car park).
8. All regular hall users and persons who book the hall should appoint one person to be in charge if a fire breaks out and to make himself/herself aware of all fire exits. This person should also liaise with the fire brigade on arrival at the hall.
9. Please ensure that any persons with disabilities are aware of fire exits and assisted to evacuate the building.