



TRULL VILLAGE MEMORIAL HALL

FIRE EVACUATION PROCEDURE IN CASE OF FIRE

	<p>As the Hirer of Trull Memorial Hall, you are deemed the "Responsible Person" and are designated the person in charge of the members attending your event during the period of hire. If for any reason you are not able to attend the function, you will appoint another responsible adult to undertake the role of Responsible Person.</p> <p>The Responsible Person must be familiar with the position of all fire extinguishers and all exit doors to the building, and accept responsibility for the following aspects of Fire Safety during the hiring:</p> <ul style="list-style-type: none"> • consider the accessibility of the Emergency Exits for members attending their event, taking into account any disability or mobility issues. • Ensure that all persons attending the function are aware of 1. the Fire Evacuation Procedure, 2. the position of doors and exits, 3. the location of fire-fighting appliances (extinguishers) and 4. the location of the Fire Assembly Point: <p>It is advised that</p> <ul style="list-style-type: none"> • The Responsible Person makes a note of the name of each person attending their event (see step 1. Roll Call).
1.	<p>In the event of a Fire: The person who discovers a fire must alert everybody else immediately. The Responsible Person will instruct all persons attending their event to leave the building using the nearest available Emergency Exit and to assemble together as soon as possible at the Assembly Point on the green at the bottom of the car park. A Roll Call should be taken.</p>
2.	<p>No matter how small the fire, CALL THE FIRE BRIGADE ON 999 Give this address: Trull Village Memorial Hall, Church Road Trull Taunton TA3 7JZ</p>
3.	<p>All Responsible Persons should ensure that once the hall is vacated, members of the public do not re-enter the building under any circumstances.</p>
4.	<p>On the arrival of the Fire Brigade, a Responsible Person should inform the Officer in Charge that a Roll Call has been taken and all persons are safe / there are missing persons.</p>
5.	<p>Attempts to extinguish the outbreak of the fire with the firefighting equipment within the hall should only be attempted if it is considered safe to do so. <u>If in any doubt, vacate the building immediately.</u></p>
6.	<p>All incidents, however small, must be reported to the Bookings Secretary</p>