

EMERGENCY ACTION PLAN Three Holes Village Hall

To be activated in the event of Fire, Bomb Threat or Utility Failure.

The Hirer is deemed to be the responsible person to activate this plan and shall be on the premises for the duration of the occupancy of the hire period.

The post code address of these premises is:- **PE14 9JY**

The location is on the **corner of Main Road and Squires Drove**

The Hirer must consider how to contact the emergency services prior to the commencement of the hire period. This could be on a personal mobile (if there is sufficient signal) or by speaking to a homeowner in the immediate vicinity.

This plan contains:

1. Responsibility of Hirer if an emergency is declared
2. How to warn event attendees of the emergency
3. Persons responsible for summoning the emergency services
4. Evacuation procedure
5. Identification of vulnerable persons and those especially at risk and their evacuation arrangements
6. Identify organisers with special duties such as Fire Marshals
7. Identify the Fire Assembly Point
8. Liaising with the emergency response co-ordinator on arrival
9. The shutdown of equipment or power supplies that require isolation

1 Responsibility of Hirer if an emergency is declared

In the event of an emergency as specified in the Terms & Conditions of Hire, the hirer, who is designated as the 'Responsible Person' shall implement the Emergency Action Plan, using any additional control measures they have identified as being necessary for their event.

The automatic detection systems at the hall are programmed to sound the alarm in the event of fire.

The Responsible Person should ensure:

- That the alarm is sounded. This could be by operating a call point if necessary or shout "fire" in the event of a system failure. Red call points with breakglass panels are located in the bar/food server and the kitchen
- Ensure, previously designated, fire marshals direct all occupants to the safe exits and inform them to congregate in the area of the Bus Stop on the Squire's Drove side of the Bus Stop.
- Nominate an individual to contact the required emergency service and liaise with the Officer in charge when they arrive.

- Where appropriate a hirer should take a roll call of participants (e.g. hirers running a playgroup, pre-booked courses etc where attendance registers are kept). At public events, without registration, a roll call may not be possible/appropriate but the hirer IS responsible for following the guidance of the Emergency Action Plan to best protect those attending.
- Ensure key helpers have a clear understanding of their role and provide instruction if required.

2 How to warn event attendees of an emergency

The method for warning event attendees of an emergency situation should be made known to attendees at the commencement of the event by a person nominated by the responsible person.

The smoke detectors in the building, once activated, will sound the alarm. Individuals may also activate the Fire Alarm System via the red call points with breakglass panels (see above). The fire alarm is an instruction to all occupants to evacuate the building without delay and the nominated fire marshals will assist this process.

3 Persons responsible for summoning the emergency services

The person nominated, by the responsible person, to contact the required emergency service should provide the following details once contact is made:

- The name of the building – **THREE HOLES VILLAGE HALL.**
- The postal address – **Squires Drove, Three Holes, PE14 9JY**
- Give the telephone number of the phone by which you have contacted the service.
- Brief circumstances i.e. approx location of fire or description of threat.
- Describe the Village Hall car park entrance and note landmarks e.g. **at junction of Main Road and Squire's Drove, near Waterways MOT Centre.**

4 Evacuation procedure

- Make your way to the nearest fire exit and out of the building to the assembly point in the car park near the Bus Stop in a calm and orderly manner.
- Return to the building is prohibited until you have been told it is safe to do so by the Officer controlling the incident.
- The silencing of the fire alarm must never be an indication that it is safe to re-enter the building.

5 Identification of vulnerable persons and those especially at risk and their evacuation arrangements

Consideration must be given to mobility, or hearing, or sight impaired persons so that they are not put at a disadvantage in an emergency situation. This should also include purpose groups and the elderly. Any vulnerable persons may require assisted evacuation from the building.

6 Identify organisers with special duties such as Fire Marshals

A maximum of 200 persons are permitted within the building at any one time and two fire marshals or stewards should be nominated for every one hundred persons expected.

7 Identify the Fire Assembly Point outside of the building

The designated assembly point for persons evacuating the building is in the car park near the Bus Stop. All attendees should make their way to that area and report to the event organiser who will, if appropriate, undertake a roll call.

At this time notify the event organiser or person conducting the roll call of any known individual, who attended the event, which you have not seen or perceive to be missing. Such information shall be passed to the Senior Officer of the Emergency Service in attendance.

8 Liaising with the emergency response co-ordinator on arrival.

The individual nominated to contact the required emergency service should provide details of the incident as instructed by the responsible person and itemised in paragraph 3 above.

Upon arrival of the emergency service the nominated person is to make themselves known to the senior officer attending and provide local knowledge of the incident as requested.

9 The shutdown of equipment or power supplies that require isolation

The emergency service attending may need directions to the power cabinets situated:

- in the entrance lobby to the disabled and ladies toilets
- in the kitchen

ACCIDENTAL SET-OFF OF FIRE ALARM

PLEASE ENSURE NO PYROTECHNICS OR SMOKE EFFECTS ARE USED IN THE BUILDING AS THESE WILL SET OFF THE ALARMS. PLEASE HONOUR OUR NO SMOKING POLICY.

In the unlikely event that the alarm is activated inadvertently (i.e. when no fire or other emergency exists) the responsible person should follow the RESET instructions on the Fire Panel in the Bar/Food Servery Area.