

Hawkesbury Hospital Hall

Charity Number 1176993

Fire Evacuation Policy

This policy has been adopted by Hawkesbury Hospital Hall Management Committee who remain responsible for its review on a regular basis.

Name: Andrew Webb (Chair of Management Committee)

Date: Apr 23

Next review due: Apr 25

HAWKESBURY HOSPITAL HALL

EMERGENCY EVACUATION PLAN

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 hire period.

The post code address of these premises is: **GL9 1AU**

The Hirer must consider how to contact the emergency services when carrying out the event risk assessment prior to commencement of the hire period. The emergency services can be contacted from Hawkesbury Village Stores (if open), on a personal mobile (if there is sufficient signal) or by speaking to a homeowner in the immediate vicinity.

1. Responsibility of Hirer if an emergency is declared
2. Warning event attendees of the emergency
3. Persons responsible for summoning the emergency services
4. Evacuation procedure
5. Identification of vulnerable persons and those at increased risk and application of appropriate evacuation procedures
6. Allocation of special duties (Fire Marshalls/Stewards) by organiser(s)
7. Fire Assembly Point
8. Liaising with the emergency response co-ordinator on arrival and notifying of significant risks
9. Shutdown of equipment or power supplies that require isolation
10. Training requirements

1. Responsibility of Hirer if an emergency is declared

In the event of an emergency as specified on the front cover of this document the Hirer, who is designated as the 'Responsible Person' shall implement the Emergency Action Plan, using any additional control measures identified on their event risk assessment.

They must ensure:

- That the alarm is raised by operating a Fire Alarm (break glass point) and/or or shouting "fire".
- Ensure designated Fire Marshals direct all occupants to a safe exit and inform them to congregate at the Fire Assembly Point adjacent to the Play Area on the recreation field.
- Nominate an individual to contact the emergency services by calling 999 and liaise with the Officer in Charge when they arrive.
- If appropriately trained and it is safe to do so, attempt to fight the fire using provided first aid fire appliance(s). Do not take risks.
- Conduct a roll call of persons attending the event.
- Ensure key helpers have a clear understanding of their role and provide instruction if required.

2. Warning event attendees of an emergency

The method for warning event attendees of an emergency situation should be promulgated to attendees at the commencement of the event by a person nominated by the responsible person. Individuals may activate the Fire Alarm System by operating the break glass point at any exit. The fire alarm is an instruction to all occupants to evacuate the building without delay and the nominated Fire Marshals will assist this process.

In the unlikely event that a fire alarm is activated inadvertently, the responsible person should replace the affected call point glass (spare call point glass is stored in the kitchen cupboard next to the tall fridge in the servery area). The alarm can then be silenced from the fire alarm panel in the main foyer by pressing the silence button. All incidents of inadvertent fire alarm operation are to be reported to the booking clerk.

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 to the operator:

- The name of the building – **HAWKESBURY HOSPITAL HALL**
- The postal address – High Street, Hawkesbury Upton, GL9 1AU
- Give the telephone number of the phone by which you have contacted the service.
- Brief circumstances i.e., approx. location/type of fire or description of threat
- Location of the Village Hall car park entrance and note landmarks i.e. Beaufort Inn

4. Evacuation Procedure

Make your way to the nearest fire exit and out of the building to the Fire Assembly Point in the recreation ground near the Play Area in a calm and orderly manner. No-one is to re-enter the building until you have been told it is safe to do so by the officer controlling the incident. The silencing of the fire alarm is not an indication that it is safe to re-enter the building.

5. Identification of vulnerable persons and those at increased risk and application of appropriate evacuation procedures

Consideration must be given to mobility, hearing, visually impaired and elderly persons so that they are not put at a disadvantage in an emergency situation. Any vulnerable persons may require assisted evacuation from the building.

6. Allocation of special duties (Fire Marshalls/Stewards) by organiser(s)

At the event planning stage, the risk assessment will identify the number of the public expected. A maximum of 200 persons are permitted within the building at any one time and two Fire Marshalls or Stewards are to be nominated for every one hundred persons expected.

7. Fire Assembly Point

The designated assembly point for persons evacuating the building is on the recreation ground adjacent to the Play Area. All attendees should make their way to that area and report to the event organiser for a roll-call. The person conducting the roll-call is to be made aware of any known event attendee who is not accounted for. 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 and notifying of significant risks

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. Shutdown of equipment or power supplies that require isolation

The emergency service attending an incident may be in possession of a site map however it will be necessary to provide directions to the power cabinet situated in the understairs cupboard in the main Hall.

10. Training requirements

During the risk assessment phase of planning an event at Hawkesbury Hospital Hall the responsible person/event organiser/hirer is to assess whether they or attendees with special duties require additional training and ensure that any necessary training is completed prior to the event.