

**Fire and Emergency Evacuation plan**

**For**

**Ellerton & Aughton Village Hall**

# Emergency instructions For the evacuation of Ellerton & Aughton Village Hall

1	<p><b>The action to take if a fire is discovered:</b></p> <p><i>Shout 'Fire' to notify all occupants of the building..</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
2	<p><b>How will people be warned in there is a fire?</b></p> <p><i>The occupant discovering the blaze will shout 'Fire'.</i></p>
3.	<p><b>How the evacuation of the building will be carried out</b></p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the Boot &amp; Shoe Inn.</i></p>
4.	<p><b>Identification of escape routes</b></p> <p><i>All exit doors can be used as escape routes.</i></p> <p><i>The routes leading to the front and back doors are protected routes.</i></p>
5.	<p><b>Fire fighting equipment provided</b></p> <p><i>A fire extinguisher is located against the back room wall to the right of the kitchen.</i></p>
6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b><i>On hearing the alarm:</i></b></p> <p><i>All visitors must leave the building by the nearest safe exit and assemble outside the Boot &amp; Shoe Inn.</i></p> <p><i>The Hiree will ensure:</i></p> <ul style="list-style-type: none"> <li>• <i>All areas are cleared of people</i></li> <li>• <i>The Fire Brigade is called.</i></li> <li>• <i>A roll call is made to ensure everyone is out.</i></li> </ul>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> <li>• <b><i>Visitors:</i></b> <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i></li> <li>• <b><i>Contractors:</i></b> <i>must be given information about fire procedures and leave the building at the nearest exit.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>People with disabilities:</b> <i>Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the Hiree.</i></li> </ul>
8.	<p><b>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• <i>On hearing the alarm the Hiree will dial 999 and ask for the Fire Brigade or other emergency service as appropriate. The nearest telephone is on Main Street, to the right on leaving the village hall.</i></li> </ul>
9.	<p><b>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>• <i>The Hiree or member of the Village Hall Committee will liaise with the Fire Brigade on their arrival.</i></li> </ul>

