

Emergency Plan for Hirers of Holyport Memorial Hall

As the person responsible for the event/function you have legal duties regarding the safety of those people assisting or attending the event.

Before the event or function you should be aware that:

- The maximum numbers that the hall can accommodate may not be exceeded;
- The fire extinguisher and emergency exit locations are shown on the plan on the notice board;
- The only fire detection equipment is a smoke alarm in the bar area;
- You will be responsible for keeping emergency exits clear and open;
- If there is a fire:
 - You and your staff would have to ask people to leave quickly, without running or panic,
 - Evacuation of the hall would be via all available exits, but not backstage,
 - People should gather in the car park, and you would have to check that the hall (including the back meeting room) has been evacuated,
 - The fire and rescue service and any other necessary services would be called using your mobile phone or the telephone in a neighboring house.
- You will decide on the instruction employees or helpers need and ensure that this is given prior to the event.

Before the event or function you should decide:

- Arrangements for means of escape for disabled persons, children, and others at special risk;
- The duties and identity of staff who have specific responsibilities if there is a fire, including:
 - Who will be responsible for calling the fire and rescue service and any other necessary services,
 - Who will meet the fire and rescue service on their arrival and tell them what the problem is,
 - Who will check that all present have evacuated;
- Your plans to deal with people once they have left the hall, especially children.

At the start of your event or function you should notify all those present of:

- The emergency warning signal;
- Who is supervising and how to recognize them;
- The procedure in the event of an emergency:
 - The location of exits and escape routes,
 - The need to exit immediately taking only valuables to hand without going to collect other belongings,
 - Mustering in the car park,
 - Re-entry to the hall or dispersal.

During the event or function you should ensure that;

- Exit doors which are required to be in the open position are secure and that all escape routes are clear of obstructions and combustibles;
- No smoking is taking place;
- No unauthorized naked flames are started and, where naked flames are present, that combustible material is kept clear;
- The hall does not become overcrowded.