

## IN THE EVENT OF A FIRE (Emergency Plan)

- ❑ Take command – give loud and clear instructions to immediately evacuate the building and gather on the grass by the path to the skateboard park and to wait for you..
- ❑ Check every room that it is safe to enter, to ensure that everyone has left the hall.
- ❑ Fire extinguishers should be used to clear a safe passage to an exit.
- ❑ Once outside check everyone is accounted for.
- ❑ Contact the emergency services. – The address of the hall is:

Keinton Mandeville Village Hall,  
Chistles Lane,  
Keinton Mandeville, TA11 6ES.

- ❑ Check that the lane and area around the hall is clear for the emergency vehicles.
- ❑ Send two people to act as guides for the emergency services – one at the end of the lane, and one at the junction of Queen Street and Chistles Lane.
- ❑ Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- ❑ Contact a member of the village hall committee on one of the numbers shown below:-

Fire Officer: 01458 223743.  
Chairman: 01458 224025  
Vice chairman: 01458 223502  
Treasurer: 01458 223453  
Secretary: 01458 223500

## KEINTON MANDEVILLE VILLAGE HALL SAFETY GUIDANCE AND EMERGENCY PLAN

### YOU THE HIRER ARE THE “*RESPONSIBLE PERSON*”

At all times the hall is in use the *RESPONSIBLE PERSON* must be in charge and ready to take control of any incident.

Please read and become familiar with these instructions

**Your priority is always lives and not the building!**

### BEFORE YOUR EVENT STARTS

- ❑ Check exit routes are not blocked by for example tables or chairs (see diagram over leaf)
- ❑ Check the Fire Extinguishers are clearly visible.
- ❑ Check that no “doubtful” looking electrical equipment or extension leads have been brought in the hall
- ❑ Check that no decorations have been hung so that they could fall down and obstruct a fire exit
- ❑ Check that the door to the basement is locked (if open a member of the village hall committee must be called)
- ❑ Check that the fire exit lights are switched on (see plan over leaf)

### DURING YOUR EVENT

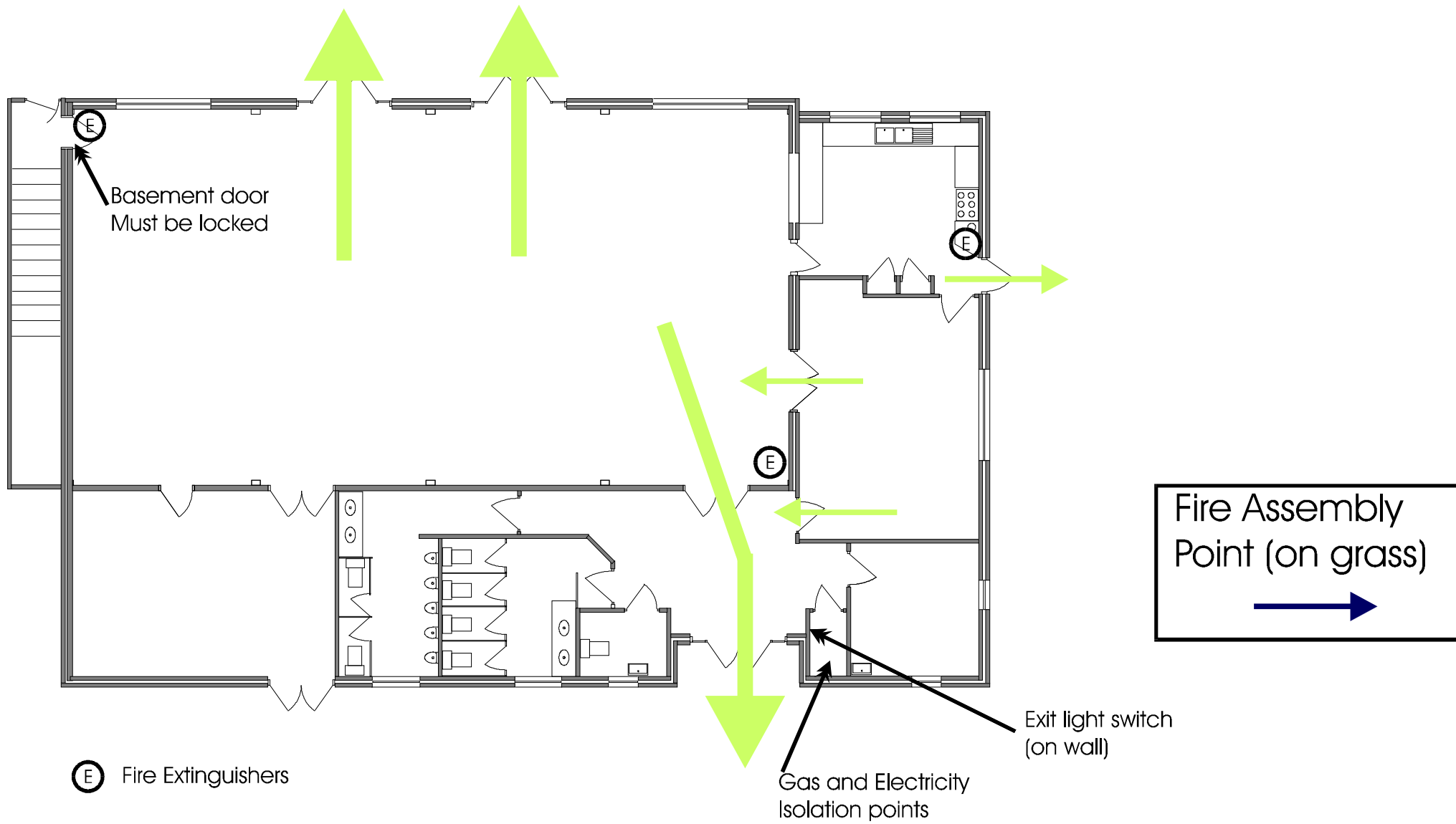
- ❑ Watch that fire exit routes do not become obstructed
- ❑ Brief disabled people and/or their helpers on the evacuation routes.
- ❑ Watch that no vehicle obstructs the main entrance, fire exits and that emergency vehicles have a clear access route to the hall.
- ❑ Watch that nothing likely to cause a fire is taking place!
- ❑ Be vigilant of any smells of burning or a gradual build up of smoke.
- ❑ Ensure that the number of people in the hall does not exceed the figures shown below:-

252 when used for a closely seated audience

360 when used for dancing

120 when seating is provided at tables

160 when used for dancing, and seating is also provided at tables



Keinton Mandeville Village Hall - Fire evacuation Routes