



Fire Emergency Evacuation Plan & Fire Procedure

The information of what to do in the event of fire must be known and understood by everyone involved in the running, maintenance and hiring of these premises. The risk of fire ignition is low, but should a fire happen the consequences of not following procedure could be disastrous.

The Fire Evacuation Strategy: is to ensure that emergency evacuation routes are defined, maintained at all times and in the event of fire are accessible by everyone using the Memorial Hall. Every hirer of the Memorial Hall, particularly those using chairs and tables or any other objects that could obstruct an emergency evacuation route must be familiar with the various layout requirements to provide and ensure compliance at all times during their hire period.

Action on Discovering a Fire:

It is the duty of every person on discovering a fire to sound the nearest Fire Alarm immediately. Clenchwarton Memorial Hall has 4 'Break Glass' alarm points, 3 in the main hall by each fire door and 1 situated in the lobby by the entrance door.

Simultaneous Evacuation:

-On hearing the fire alarm everyone will immediately make their way to the nearest fire door and away from the building using the emergency evacuation routes to a place of safety. The Fire Assembly Point is on the opposite side of the road outside '**Cooper's Plaice**'

- Emergency evacuation routes from the main hall use either the main entrance or one of the three emergency exit doors in the Main Hall.

Call the Fire Brigade:

- The person activating the fire alarm, even if not the responsible person for the event should check to ensure that the Fire Service have been called and if in any doubt to call the Fire Brigade themselves by dialling 999.

Clenchwarton Memorial Hall doesn't have a public telephone so a private mobile phone needs to be utilised.

Assembly Points & Roll Call:

At the assembly point the responsible person for the event will conduct a roll call. Do not leave the scene until the responsible person has completed the roll call to ensure that everyone is out of the building. The Responsible Person at each hiring event must know the

number of people in the building and keep emergency services informed when everyone is safely out of the building.

FIRE EMERGENCY EVACUATION PLAN: MAIN HALL

The Hall has a safe occupancy number for seating of 100 people.

- Layouts can be varied, but the Responsible Person must ensure that the maximum occupancy numbers are not exceeded and that their layout of tables and or chairs if used, complies with the Fire Emergency Evacuation Plan and maintains the necessary emergency evacuation routes to ensure the safety of everyone at their event.

Fire Fighting Equipment:

- Evacuation must always be the priority and the firefighting equipment should be used only, if it is necessary to establish a safe evacuation route to the nearest emergency exit.
- A person with appropriate training may decide to fight the fire, only if the risk to their safety is low and particularly in the kitchen, if they judge that by them putting out the fire, an emergency evacuation could be prevented.
- Fire fighting equipment is only to be used by a competent if safe to do so.

Personal Emergency Evacuation Plan:

- The appointed Responsible Person at each hiring event must be aware of all disabled or sensory-impaired people at their event that may need assistance in the event of an emergency evacuation.
- It may be necessary for hirers to ensure that known disabled or sensory-impaired people have their own carer to assist in the event of an emergency evacuation.
- The responsible Person is to liaise with Emergency Services.

Communicating the Information:

- Information in this document must be an integral part of the booking process to ensure that everyone hiring the village hall understands and accepts responsibility to implement this plan as a condition of hire.
- The Responsible Person at each hire event is responsible for what happens at their event, including the actions of everyone in the event of fire and calling the fire brigade

Adopted: December 2025

Review date: December 2026