



Ravenstone Village Hall 14

FIRE EMERGENCY AND EVACUATION PLAN

Action to be taken upon the discovery of a fire

1. Activate nearest fire call point (See Annex A) and shout "FIRE"
2. Leave the building by the nearest available emergency exit.
3. Dial 999 on any telephone and request the Fire Brigade.

Evacuation Procedures

Upon hearing the fire alarm and the shout of "Fire" and evacuate the building. Check all rooms to ensure there is no one left in the building. ALL evacuees must make their way promptly to the assembly point and await further instructions.

Emergency exits and Escape routes (See Annex A).

1. There is an emergency fire exit door at the rear of the building leading to the car park.
2. There are two further emergency fire exit doors at the Servery side of the building and the front door.
3. All emergency fire exit doors are clearly marked.

Assembly Point

The main Assembly Point is the car park at the rear of the building. In the event that this cannot be accessed, then a secondary assembly point is the grassed area across the road from the front entrance. If possible, obtain road closure or monitor road crossing. Do not stand on the road.

Duties and Responsibilities

To assist in the safe evacuation of all personnel, all hirers must designate a "Responsible Person" who will ensure that everyone attending the event is made aware of these evacuation procedures. This task should be incorporated with the hirer's obligation to carry out a risk assessment for their event. A list of names attending should be available for checking.

Fire Fighting Equipment

Fire extinguishers are placed visibly for immediate use around the building. The Kitchen is provided with a fireproof blanket(s) and CO2 fire extinguisher(s). Fire Detectors are located around the building.

Fire Control Panel and Notification

The Fire Control Panel is located in the foyer adjacent to the front door. If possible, also notify the Trustees via 07368 475610.

