

Lyddington Village Hall

Building Evacuation Plan

Address:	Lyddington Village Hall. 27 Main Street, Lyddington, LE15 9LR Rutland
Telephone:	(Chair) 07743894231 What Three Words: chain. botanists. create
Normal Hours:	08:00 – 23:30
Plan Date:	2 June 2026
Next Review Due	June 2027

Sound of the alarm

The sound of the alarm will be alternating electronic siren tone.

Raising the alarm

- If the fire is discovered by a Trustee or a visitor, the alarm should be raised by activating the nearest call point. These are marked on the plan and found by each outside door.
- If a fire is detected by automatic detection, this will trigger the fire alarm

Action taken by Trustee or Hirer on hearing the alarm

The following action should be taken upon the fire alarm being sounded/raised:

- Dial 999 and request attendance by the Fire Service. Giving your name, name of building and address (detailed above), contact number and detail of fire.
- **If safe to do so**, Trustee or hirer designated “Responsible Person” should sweep the building to ensure all areas are clear of people, including toilets. If green “breakable anti-tamper ties” on the fire door to No 25’s garden, is broken check for people and **if safe to do so** escort them to the assembly point. Close all doors on the way out.
- Ensure all occupants evacuate the building quickly and calmly providing assistance to those needing additional help.
- If safe to do so, electrical mains and gas supplies should be switched off before leaving the building. The location of these is detailed below.
- Trustee or “Responsible Person” to ensure nobody re-enters the building until confirmed safe by the Fire Service.
- Meeting at the assembly point, just outside the Village Hall gates, and check all are accounted for.
- “Responsible Person” to liaise with the Fire Service upon their arrival.

Escape Routes

The escape routes from the building are:

1. Occupants of the main Hall should use the middle double fire doors or the building entrance door; **Wheelchair users must exit via the main entrance.**
2. Occupants in the kitchen should use the middle double fire doors, unless in a wheelchair in which case use the building entrance door.
3. Occupants in the toilets should use the double fire door. (If clearly not safe to do so use the rear fire door into number 25’s garden}

Fire Assembly Point

The assemble point is located outside the Village Hall Gates.

Extinguisher Use

Fire Extinguishers will only be used where:

- Person has received training and feel confident to use them.
- Where it is deemed safe to do so (i.e. **there is clear means of escape**, the fire is small enough in its early stages.)

Personal safety always takes priority and, if in doubt, do not attempt to extinguish the fire.

Location of key safety hazards or other related equipment

Gas supply shut off:	In the cupboard to the lefthand side of the large arched window.
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Mains Fuse box:	In the cupboard, In the main hall to the left of the corridor.
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Mains water inlet:	The box at floor level between the entrance and the double fire doors. Note the lid lifts off.
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Fire alarm panel:	In the vestibule to the left of the door into the main hall
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Back up arrangement

- If a fire is detected, and the fire alarm failed to activate, a responsible person, who detected or been notified of the fire, should shout to alert the rest of the occupants that there is a fire.
- The Responsible Person should then continue to follow the Evacuation Plan as detailed in this document.

Responsibilities

To ensure plan is reviewed annually, is up to date and communicated: Chair

To be review by Trustees

Note: Village Hall Fire Extinguishers

Main Hall – Foam - Organic materials: Paper, cardboard, Fabrics, Wood and Flammable liquids, like paint and petrol

Corridor and Mezzanine – Water Organic materials: Paper, cardboard, Fabrics and Wood

Kitchen – Carbon Dioxide CO2 - Flammable liquids, like paint and petrol – Electrical fires

Reviewed on the 22 June 2026