

## **EMERGENCY PLAN**

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### **For Each Hire**

- A "Responsible Person" must be nominated
- The Responsible person has responsibility for the implementation of this plan and any other measures they feel appropriate.

### **At Commencement of Hire**

- The Responsible Person must make themselves known to any other Hirer using the Hall and agree procedures in the event of an emergency – the Caretaker has details of all hirers.
- Ensure familiarity with layout of building, emergency exits etc.
- Ensure all emergency exits are unlocked and unobstructed
- Ensure familiarity with fire detection sounder location
- Ensure Fire Exit signs are switched on (switch adjacent to each sign)

### **Fire**

#### ***At visual indication or notification from fire detection equipment:***

- Stop any performance or activity (cease all music)
- Calmly advise all personnel to leave by the nearest exit and go to the fire assembly point (Edge of car park opposite main entrance).
- Ensure any visually, audibly or mobility impaired people receive the necessary assistance to evacuate.
- Check hall to ensure everyone is clear.
- Call the Fire Service (Location is Newick Village Hall on the A272 - Post Code BN8 4LY)
- Advise the fire service of the location of the fire and confirm all people are out of building
- Use fire extinguishers only if you are competent to do so and you do not place yourself in any danger
- Do not allow anyone to return to the building until advised by the Fire Service.
- Advise the Caretaker (Steve Courtman) of the emergency (01825 721 085 / 07976 809078)
- If the Caretaker does not answer ring Mike Berry on 07530139818

### **Any Other Emergency**

- Evacuate hall as detailed above and call the emergency services as applicable.