

Evacuation Procedure for Disabled Visitors to Village Hall

In the event of fire all occupants need to be able to leave the building as quickly and safely as possible in an orderly fashion. Disabled persons with specific needs such as specialised wheelchairs and personal equipment, as well as carers accompanying them need to have clear direction as to their means of escape.

It is therefore necessary to prepare for a possible emergency evacuation should such an emergency arise.

- Hirers, Trustees, Caretaker and Booking Secretary must read and understand the content of this document.
- The Responsible Person for the hire should read this document in conjunction with the hall's published Emergency Plan
- For seated events there must be adequate gangway clearance for wheelchair access taking account of extra equipment increasing the width and size of the wheelchairs.
- The emergency exits must be clear and not blocked with tables, chairs etc.
- Disabled vehicle parking in the car park must remain unobstructed to allow safe exit from the site, once everyone has been accounted for.
- In the event that the alarm is raised, disabled users who may have visual or audible impairment, should be clearly informed that an emergency has occurred.
- Disabled persons should be reassured that they will safely be evacuated from the building.
- Hirers need to decide beforehand, what is the most appropriate method of evacuation. If the event consists only of disabled persons and carers, evacuation should be straightforward, some wheelchair users may be able to control their own wheelchairs, which should free carers to move other less able disabled persons.
- At a large event it may be sensible to let able bodied people evacuate the building first, in order to avoid "pinch points" at the emergency exits.

- Less able people who walk very slowly should be accompanied and follow faster moving, able bodied people out of the building.
- Using these strategies is not intended to disadvantage anyone who has a disability but to ensure the quickest and safest evacuation.
- Hirers can elect to use one specific exit for disabled persons, even if the other emergency exit is still available.
- The designated “Responsible Person” as per the hire documentation is the designated fire marshal, responsible for overseeing the emergency evacuation.