

# **FIRE EMERGENCY PLAN**

Car Colston & Screveton Village Hall  
Screveton Road, Car Colston, NG13 8JE

## **Action to be taken by a person discovering a fire**

1. Raise the alarm by activating nearest fire alarm.
2. Dial the Emergency Services (999).
3. Evacuate the building and congregate in the Church yard.

## **Actions to be taken by a person upon hearing the fire alarm**

1. Leave the building by the nearest available exit.
2. Report to the Assembly Point in the church yard.
3. Do not stop to collect personal belongings.

## **How the Fire Brigade (and other emergency services) are to be called and who is responsible.**

1. The Hirer of the Hall or representative will call the emergency services upon hearing the fire alarm.
2. Anyone calling 999 should give specific details of the location i.e. Car Colston & Screveton Village Hall.

## **Evacuation Procedures**

Personnel will evacuate the building following the directions of the Hirer and proceed to the designated Assembly Point in St Mary's church yard, across the road from the hall to await a head count or roll call. Personnel should not re-enter the building until the local Fire Brigade's Officer in Charge has given the all clear.

## **Key escape routes**

Escape routes are the front door and the two emergency exits either side of the far end of the hall as signed.

## **Assembly Point**

St Mary's Churchyard across the road from the hall.

**Hirer or designated representative has specific responsibilities for the following:**

1. To contact Fire Brigade if the fire alarm is sounded or a fire is suspected.
2. Take control of the evacuation and roll call.
3. “Sweep” the building by checking all rooms, toilets etc., to ensure the building is fully evacuated.
4. Liaise with Officer in Charge, upon arrival of the Fire Brigade.
5. Local Fire Brigade to give the all clear before personnel return to the affected area.
6. Hirer to oversee re-entry to the building.

**Arrangements for safe evacuation of persons identified as being especially at risk from fire.**

Disabled persons will be escorted by able-bodied persons designated by Hirer.

**Fire fighting equipment provided:**

- Inside front door/hallway: CO2 extinguisher.
- Inside door into main hall: water extinguisher.
- Kitchen: fire blanket and CO2 extinguisher.

**Procedures for liaison with Fire Brigade on arrival**

The Hirer to liaise with Officer in Charge on arrival.