

# Emergency Action Plan

## Hirers

### Holyport War Memorial Hall



As the responsible person for the event/function you have legal duties with regard to the safety of those persons assisting or attending the event.

#### **Before the event or function you should be aware that:**

- The maximum numbers that the hall can accommodate may not be exceeded;
- The fire extinguisher and emergency exit locations are shown on the plan on the notice board in the lobby and in the bar area;
- The only fire detection equipment is a smoke alarm in the bar area;
- You will be responsible for keeping emergency exits clear and open;
- If there is a fire:
  - You and your staff must ask people to leave quickly, without running or panic,
  - Evacuation of the hall must be via all available exits, but not backstage,
  - People should assemble in the car park and you must check that the hall (including the Parish office and backstage rooms if unlocked) have been evacuated,
  - The Fire and Rescue service and any other necessary services must be called using your mobile phone or the telephone in a neighbouring house or the Parish Office;
- You must decide which instructions employees or helpers need and ensure that these are given prior to the event.

#### **Before the event or function you should decide:**

- Arrangements for means of escape for disabled persons, children and others at special risk;
- The duties and identity of staff who have specific responsibilities if there is a fire, including:
  - Who will be responsible for calling the Fire and Rescue service and any other necessary services,
  - Who will meet the Fire and Rescue service on their arrival and tell them what the problem is,
  - Who will check that all present have been evacuated;
- Your plans to deal with people once they have left the hall, especially children.

#### **At the start of your event or function you should notify all those present of:**

- The emergency warning signal;
- Who is supervising and how to recognize them;
- The procedure in the event of an emergency:
  - The location of exits and escape routes,
  - The need to exit immediately taking only valuables to hand without going to collect other belongings,
  - Mustering in the car park,
  - Re-entry to the hall or dispersal.

#### **During the event or function you should ensure that;**

- Exit doors which are required to be in the open position are secure and that all escape routes are clear of obstructions and combustibles;
- No smoking is taking place;
- No unauthorized naked flames are started and, where naked flames are present, that combustible material is kept clear;
- The hall does not become overcrowded.