

St. Michaels Village Hall
St. Michaels, TENBURY WELLS, WR15 8TG

Fire Evacuation Plan

6th October 2021

Sound of the alarm

The sound of the alarm will be: A continuously warning siren.

Raising the alarm

If the fire is discovered by the hirer/event organiser or a visitor notifies the hirer/event organiser of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc.)

If fire is detected by automatic detectors, this will trigger the fire alarm

Action hirer/event organiser should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The hirer/event organiser will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service giving their name, name of building, building address (as detailed above), their contact number and details of fire.
- The hirer/event organiser will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- The hirer/event organiser to sweep building to ensure all areas are clear (including toilets, kitchen and back areas) if safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains should be switched off before leaving the building. The location of these are detailed below.
- The hirer/event organiser to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check everyone is accounted for.
- The hirer or event organiser to liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are:

1. The main entrance.
2. The exit door in the middle of the hall, leading to the car park.
3. The far exit via the internal door to the right of the bar hatch.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- The hirer/event organiser or visitor feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

The hall is equipped with two types of fire extinguishers:

- 6 litre foam located in the Foyer and by the far fire exit door.

- 2Kg CO2 located in the Foyer and Kitchen

Personal safety always takes priority and, if in any doubt, people should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

- Mains fuse box: Kitchen, behind door when entering from the hall
- Mains water inlet: under kitchen sink. External supply tap in car park in front of entrance door.
- Location of fire alarm panel: Foyer, next to entrance doors

Number of people needed to carry out evacuation plan

- For events and activities with less than 50 people attending the hirer/event organiser can carry out the evacuation plan on their own.
- For larger events at least 3 people will be required to cover each of the escape routes / areas of the building:
 1. Main entrance / foyer and toilets
 2. Middle exit / the main hall
 3. Far exit / kitchen and back rooms
- Additional people may be needed depending on the number of visitors expected that will require assistance.

Equipment needed to effect the emergency plan

- A charged mobile phone
- A torch will also be needed if the event occurs after dark, especially in the winter.