

Fire Evacuation Plan

Emergency Evacuation Plan for:
MANTON VILLAGE HALL

Premises address:
PRESHUTE LANE, MANTON,
MARLBOROUGH SN8 4HQ

Plan date: 11/03/2022

Sound of the alarm

The sound of the alarm will be:

A continuous bleeping noise or shout from the group leader

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a hall user / staff member the alarm will be raised by:

Group leader shout/ whistle

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

Action staff should take on hearing the alarm

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

- Group leader will take charge and lead in the fire evacuation
- Staff/ Group leader will commence evacuation of the building – ensuring this is done in a calm and orderly manner
- Staff/ Group leader to sweep building to ensure all areas are clear (including Kitchen/toilets) if safe to do so and ensure all doors are closed on the way out
- Dial 999 and request attendance by the Fire Service. Group leader gives their name, name of building, building address (as detailed above), contact number and details of fire
- Group leaders ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all users and staff members are accounted for
- Group leader to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are signposted:

Fire exit door at south-west end of hall
Main entrance door

Fire assembly point

The assembly point is:

**Tennis Courts - Preshute Lane
Preschool - Recreation Ground**

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Group leaders 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

Personal safety always takes priority and, if in any doubt, no one should attempt to extinguish a fire

Location of fire related equipment

- Fire extinguisher by south-west fire door
- Fire extinguisher in kitchen
- Fire blanket in kitchen by cooker

Equipment needed to affect the emergency plan

Mobile phone if available and register of attendees

Back up arrangements

When safe to do so contact a member of the hall committee to notify them of the situation:

Nicki Evans – 07899 953569
Judith Sharp – 07789 951307