

06 December 2022

FIRE EVACUATION PLAN



INTRODUCTION

This fire evacuation plan is made in accordance with Clause 22 (Rules & Regulations) of the Trust Deed. It describes the plan for evacuation of Marksbury Village Hall in the event of fire. It also serves as a Generic Emergency Evacuation Plan (GEEP) to enable visitors to the hall with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures and available equipment.

It was approved by majority vote of the Management Committee out of Committee via WhatsApp on 06 December 2022. A copy is attached at annex to the minutes of that meeting in the Minutes Book. It will be kept under review by the Management Committee and be updated as and when required.

Emergency Evacuation Plan for:	Marksbury Village Hall
Premises address and contact number	75 The Street, Marksbury, Bath, BA2 9HP
Plan date	06/12/2022
Review date	06/12/2023

Sound of the alarm
The sound of the alarm will be: ❖ A shouted warning of "Fire, Fire, Fire"

Raising the alarm
In the event of a fire beginning: ❖ If the fire is discovered by a committee member or a visitor notifies a committee member of a fire, the alarm will be raised by commencing manual warning (shout) ❖ If fire is detected by automatic smoke detectors, this will trigger the smoke alarm

Action staff should take on hearing the alarm

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

- ❖ Committee member (if present) or nominated visitor will take charge and lead in the fire evacuation
- ❖ Dial 999 and request attendance by the Fire Service. Committee member (if present) or nominated visitor gives their name, name of building, building address (as detailed above), contact number and details of fire
- ❖ Committee member (if present) or nominated visitor 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
- ❖ Committee member (if present) or nominated visitor to sweep building to ensure all areas are clear (including down stairs) if safe to do so and ensure all doors are closed on the way out
- ❖ If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- ❖ Committee member (if present) or nominated visitor to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- ❖ Meet at assembly point and check all committee members, visitors and contractors (as appropriate) are accounted for
- ❖ Committee member (if present) or nominated visitor to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Through double doors at front of hall and out through the main entrance
2. Through the kitchen side entrance door
3. Out the back of the hall, down the stairs and through the exit on the left
4. From downstairs snooker room, left up the stairs and through the exit ahead

Fire assembly point

The assembly point is: Right hand side of car park near playground entrance

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Committee member (if present) or nominated visitor have received training and 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, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: On wall in playground

- Mains fuse box: Outside entrance to Women's toilets
- Mains water inlet: Kitchen (under sink)
- Gas/oxygen cylinders: On cylinder behind hall
- Location of fire alarm panel: N/a

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, at least one trained committee member (if present) or nominated visitor are needed on duty
- During special events (see variations section below) etc, at least two trained committee members need to be on duty at all times

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:

- ❖ Accessible fire exits are available at the main entrance, kitchen and stairs
- ❖ Fire extinguishers are available as identified on the plan
- ❖ Fire blanket is available in the kitchen
- ❖ Mobile phone (committee member (if present) or nominated visitor provided)
- ❖ Torch (available in the kitchen)

Variations to plan

The plan shall be adjusted accordingly for any lone working in the hall, whereby the lone worker must be a trained committee member or nominated visitor. Any contractor's working alone at the hall must be made aware of this plan, acknowledge they have read it and be the nominated visitor, before starting work.

VILLAGE HALL FIRE ESCAPE ROUTES

