

# Sargeant Memorial Hall Fire Plan

<p><b>Pre event preparations</b></p>	<p>Organisers/leaders are responsible for ensuring they have an appropriate registration system at the start of each hire period to enable a roll call to be taken in the event of evacuation.</p> <p>For events with over 30 attendees, the double gates from the grass area to the car park should be opened prior to arrival of attendees.</p> <p>There is no phone on the premises. Organisers/leaders must ensure they have a mobile phone with them in the event of emergency.</p> <p>Appoint people who will be responsible for the following actions in the event of an emergency:</p> <ul style="list-style-type: none"> <li>• Providing assistance to disabled users to evacuate the building</li> <li>• Registration and checking the roll call in the vent of evacuation</li> <li>• Checking that all areas of the hall are clear of people in the event of evacuation</li> </ul>
<p><b>How people will be warned if there is a Fire</b></p>	<p>Anyone discovering a fire should immediately raise the alarm. There are manual alarm points in the entrance to the main hall and by the fire exit (also in the main hall)</p> <p>There is a smoke detector in the kitchen and if this sounds someone should immediately check for fire and raise the alarm if there is a fire.</p>
<p><b>How the evacuation of the premises should be carried out</b></p>	<p>All users should immediately leave the hall and by the nearest available exit. This will be either via the main door (through which users will have entered) or the fire exit which exits from the main hall. The fire exit leads out to the fenced area and there is a further fire exit gate at the front of the building leading to the car park.</p>
<p><b>Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated</b></p>	<p>Users should assemble in the car park. The person responsible for the booking is also responsible for accounting for the presence of all users.</p> <p>The group leader or other responsible person must check that everyone has left the building by checking:</p> <ul style="list-style-type: none"> <li>• The main hall</li> <li>• The kitchen</li> <li>• Disabled toilet</li> <li>• Ladies toilet</li> <li>• Gents toilet</li> <li>• Storage cupboard</li> </ul>
<p><b>Arrangements for Fighting the Fire</b></p>	<p>The Fire Brigade should be called by dialling 999. There is no phone on the premises so organisers must have a mobile phone. Someone should be sent to the green to direct the fire brigade to the hall.</p> <p>Only if it is safe to do so should any user attempts to tackle the fire. Fire fighting equipment is located as follows:</p> <ul style="list-style-type: none"> <li>• Fire blanket in kitchen</li> <li>• Fire extinguishers in entrance hall and in main hall (by fire exit)</li> </ul>
<p><b>Arrangements for the safe evacuation of people identified as being especially at risk</b></p>	<p>Organisers/Leaders are responsible for identifying any people who will require assistance in the event of an evacuation and allocate a responsible person for each vulnerable person.</p>