

THE VICTORY HALL, WARSASH

EMERGENCY ACTION PLAN

Any person suspecting or discovering a fire should:

Raise the alarm by breaking the glass of the nearest fire alarm call point

Dial 999 – ask for the Fire Brigade

Leave the building by the nearest available exit route

DO exit quickly and calmly by the nearest exit route

DO go directly to open air

DO close the door on the way out

DO NOT stop to collect personal belongings

Any person hearing a continuously sounding fire alarm must:

Leave the building by the nearest available exit route

Go directly to the assembly point at the Silver Fern public house

The 'Responsible Person' should ensure that all persons have left the building

Never re-enter the building until instructed to do by the Fire Officer

Instructions given by the 'Responsible Person' must be followed

Evacuation procedures for disabled and wheelchair users

On hearing the fire alarm, the 'Responsible Person' within that area will ensure that anyone who is physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuate the building by the nearest available exit and is assisted, if necessary, to the assembly point.

Deaf/hearing and blind/visually impaired persons

Visual signs are situated throughout the building

Deaf or hearing-impaired persons should be encouraged to advise other hall users if they are likely to be in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised

Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

Assembly Point

The nominated Assembly Point is the car park of the adjacent Silver Fern Public House.

Responsible Person

The 'Responsible Person' from the 'Hirer' should ensure that :

- all persons have left the building
- all persons are kept at the Assembly Point until the Fire Brigade agree they can leave
- liaise with the Fire Brigade upon their arrival

Escape Routes

Main Hall: The entry door or the Emergency Exit by the Left-hand side of the stage

The Stage: Either side of the stage through to a corridor and then to a final exit

Bartholomew Room: The entry door or the Emergency Exit

Hook Room: The entry door or the Emergency Exit

Kitchen: Through entry door to Hook Room and then final exit or through door to rear corridor to final exit

Newbury Room: Through either door and turn left into rear corridor to final exit

Rear Store: Through entry door or through escape door to rear corridor to a final exit

Toilets: Through entry door to main entrance vestibule and the through either of the main entrance doors

Fire Fighting Equipment

Firefighting equipment is installed in every room for use on small local fires only. The label on each item and adjacent to it identifies what type of fire they should be used on. If not certain how to use and which type to use do not attempt to use. Leave the building safely as quickly as possible.

Signed

Print: K Segrott

Date: May 2023

Review Date: May 2024

On behalf of the Management Committee