

# West Hill Village Hall

## **FIRE EMERGENCY PROCEDURE**

Each group present in the Village Hall should have an appointed 'Responsible Person'. He/she will be responsible for the safety of all members of the group for preparing a register of them. (This is not essential for small groups – eg. a four for badminton).

### **ON DISCOVERING A FIRE –**

**1. Activate the alarm system (Break Glass switches) in order to inform all other occupants in the building.**

**2. Call the Fire Service (999) immediately.**

**3. Tackle the fire with the appliances without endangering yourself.**

There are six 'Break Glass' switches situated close to the emergency exits. These can be found: 1) in the entrance lobby between the foot of the stairs and Main Hall doorway; 2) in the Main Hall; 3) in the Small Hall; 4) at the end of the corridor towards the school; 5) at the top of the stairs from the entrance lobby; and 6) at the far end of the Large Upstairs Room. There are also smoke and heat detectors that will automatically set the alarm going in the downstairs kitchen, the school kitchen and the upstairs kitchen.

**NB. The alarm does NOT automatically alert the Devon Fire and Rescue Service.**

### **ON HEARING THE ALARM –**

The Responsible Person should ensure that any amplifiers/ loudspeakers are silenced and should designate personnel to open and man all exits.

The Responsible Person must announce that people should leave the building quickly and quietly, in an orderly manner by the nearest available exit. He/she or a designated person should, without endangering themselves, check that nobody is left behind – in the toilets for example. The Responsible Person should also leave the building taking the register.

Follow the instructions posted by all the exits. **DO NOT** stop to collect personal belongings. **DO NOT** re-enter the building.

When **EVERYBODY** has left the building, if possible, all doors and windows should be closed.

People should assemble in their groups with their Responsible Person in the car park and await arrival of the emergency services.

The Responsible Person should check the register. If anyone is missing, this must be reported to the attending Fire Officer.

