



LAVANT MEMORIAL HALL FIRE EMERGENCY PLAN

Name of premises	Lavant Memorial Hall
Address of premises	Pook Lane, Lavant, Chichester, West Sussex
Date plan produced and/or amended	28/08/2008
Name of person producing plan (print name)	F Barber CMIOSH
Post Held	Hall Health & Safety Representative
Date reviewed	16/11/2013 05/01/2015
Approval by Hall Committee Chairman	P Winter Signature: <i>signed original held on file</i>

Action to be taken by a person discovering a fire

The person discovering a fire would usually be the hirer of the building. In situations where there are two separate hirers one using the green room or committee room and the other using the main hall, communications must be made to ensure each individual or group are made aware of the fire situation and are able to evacuate swiftly and safely from the premises.

How the fire brigade (and any other emergency services) are to be called and who is responsible

The Person responsible for the group or individuals hiring the building must ensure everyone present evacuates the whole building and the fire service is called. Responsible persons should call the fire service via mobile phone or use the landline phone located in the entrance lobby if safe to do so.

Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels)

The fire warning system at Lavant Memorial Hall is verbal or with the use of a whistle. The whistle is located in the kitchen, hanging on a chain and adjacent to the entrance to the main hall.

Evacuation procedures (description of procedures to be followed)

Once a fire has been identified as the real thing, all occupants of the building must leave by the designated fire exits which are all clearly signed and make their way to the fire assembly point which is the village green, keeping well clear of the building. The person responsible for the group of individuals should carry out an accountability check or roll call.

Once the fire service has been called the responsible person should contact the Hall Manager on the available contact number to inform him of the situation.

Key escape routes (how access can be gained, where they lead to, how they are protected from fire)

The main escape routes are through two pairs of final exit doors located in the Green Room, east end of building from the rear of the stage and the kitchen rear door. All exits and escape routes are signed and must be kept clear at all times



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Assembly points

The Hall fire assembly point is located on the village green immediately behind the Green Room.
There is sufficient space for persons to keep well clear of the building.

Duties and identities of persons with specific responsibilities

The Hall Manager is responsible for ensuring the escape routes are clear and unobstructed prior to the hire of building. During the period of hire the hirer has responsibility for ensuring all escape routes are maintained in a safe manner.

Arrangements for safe evacuation of persons identified as being especially at risk from fire

These issues will be covered on the standard conditions of hire completed and signed by the person responsible for the group or individuals hiring the premises.

Firefighting equipment provided (locations and details)

The hall is provided with Foam spray and Carbon Dioxide portable fire extinguishers which are located within the main hall, green room, kitchen and corridor areas. These extinguishers are maintained under (BS)EN3 on an annual service contract with Fire Appliance Service and Training (FAST).

Specific arrangements for high fire risk areas

There are no designated high fire risk areas.

Procedures for liaison with fire brigade on arrival (who, where, what, etc)

Generally the hirers' responsible person would be expected to liaise with the fire service, however the hall manager would assume control on his arrive once informed of the situation by the hirer.

This is clarified in the Hirer's agreement documentation.

Training needed by individuals and arrangements for giving such training

There are no practical reasons for training committee members.

The hall manager would normally discuss fire safety arrangements with the hirer prior to the date of occupancy.

This plan will be reviewed annually or when there is a significant change in the premises' fire safety risk assessment.