

APPENDIX 1

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

***** Fire Assembly Point is in Car Park by 'Assembly Point' Sign ***
next to the school gates**

IF YOU DISCOVER A FIRE:

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 OR 112 FOR FIRE SERVICE.

Give this address:

**GARVESTONE & THUXTON VILLAGE HALL, DEREHAM RD,
GARVESTONE NR9 4AD**

4. ALL PRESENT TO LEAVE BUILDING AND GO TO ASSEMBLY POINT
5. LEAVE PERSONAL BELONGINGS AND CLOSE ALL DOORS BEHIND YOU.
6. RECORD THOSE ASSEMBLED.
7. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS –
DO NOT ENDANGER YOURSELF.
8. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE
APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.
9. CALL OUR HEALTH & SAFETY OFFICER, DOT LEEDER on 07512 744 761

IF YOU HEAR THE FIRE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. DO NOT STOP TO COLLECT BELONGINGS.
3. CLOSE ALL DOORS BEHIND YOU.
4. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
5. DO NOT TAKE RISKS – JUST GET OUT.
6. DIAL 999 OR 112 FOR FIRE SERVICE.
7. CALL OUR HEALTH & SAFETY OFFICER, DOT LEEDER on 07512 744 761



Garvestone Village Hall (New Build) Ltd.

APPENDIX 2

Typical Emergency Plan For The Hirer/Person Responsible.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. Contact details in case of difficulty are displayed in the lobby.

Before the event you should be aware of:-

- What fire protection systems are available.
- How a fire will be detected.
- How people will be warned if there is a fire.
- What people should do if they discover a fire.
- How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children.
- Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building.
- Arrangements for fighting a fire.
- How fire and rescue services and any other services will be called.
- Procedures for meeting the fire and rescue services on their arrival.
- Limitation on numbers of people.
- Checking all escapes are clear of obstruction.

At the start of an event you should notify all present about :-

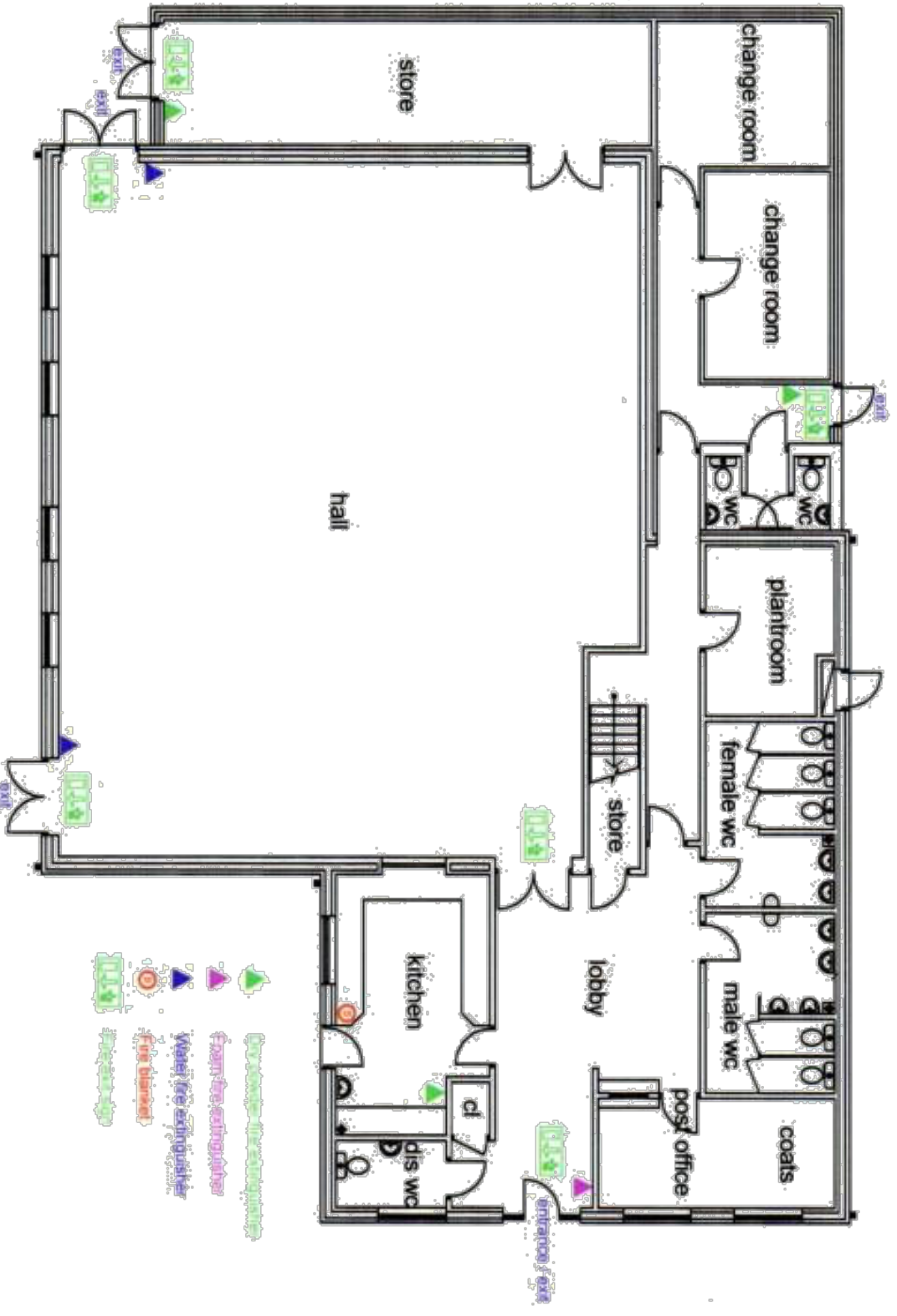
- The smoking policy.
- Location of exits and escape routes.
- Taking only valuables immediately to hand and not to go to collect other belongings.
- Not leaving items on the floor that could cause obstruction e.g. handbags.
- The location of the Assembly Point.
- What will happen after an evacuation?

During an event, you should ensure that:-

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- Rooms do not become overcrowded.
- Permitted numbers are not exceeded.
- Noise levels cannot drown out the need for emergency announcements.
- You are aware of the disabled call alarm in the disabled toilet.

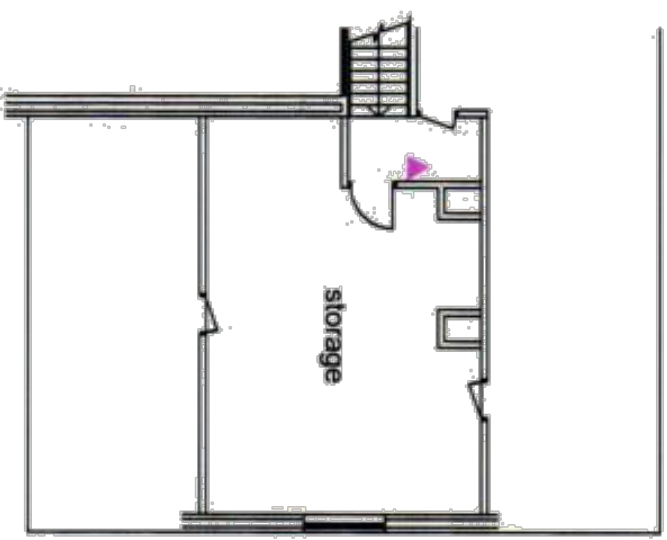
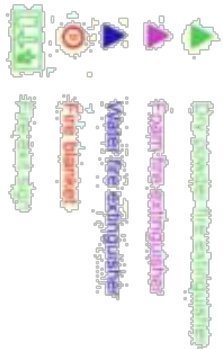
At the end of the Hiring, you should ensure that:-

- The premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.
- All electrical appliances apart from the refrigerator are turned off and unplugged.
- All lights not required for security reasons are turned off.
- All internal doors are closed and locked.
- All exits to the premises are locked/secured.



village hall ground floor plan

fire assembly point



village hall roof plan