

Broadclyst Victory Hall

Fire Safety Emergency Plan

This is the Fire Safety Emergency Plan for the Temporary Responsible Person on behalf of the Hirer.

As the nominated, responsible person for the event/function/class etc you have the legal duty on behalf of the hirer with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of :-

- The Fire Protection Systems that are present within the room(s) that you have hired;
- How a Fire will be detected and how the people within your group will be warned if there is a fire;
- What staff should do if they discover a Fire and how the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- How the Fire and Rescue Service and any other necessary service will be called, e.g. mobile phone 999 or 112;
- Procedures for meeting the Fire and Rescue Service on their arrival and notifying them of your location and/or risks;
- All designated Fire Exit Routes are available, clear of obstruction and combustibles with all exit doors on these routes unlocked or available from the inside without resource to a key.

Before the event or function you should decide :-

- The arrangements for fighting fire, eg types of Fire Extinguishers and/or blankets provided;
- The arrangements for means of escape for any disabled persons present;
- The duties and identities of staff who have specific responsibilities if there is a fire;
- Who will be responsible for calling the Fire and Rescue Service and any other necessary service;
- On the actuation of the fire alarm warning system, who will make sure all those persons within your group have evacuated, areas checked, and carry out a head count on the outside at the assembly point;
- The numbers of people within your group.

At the start of the event/function/class you should notify all those present :-

- There is a No Smoking Policy;
- The Fire Warning System is fitted with bells;
- You are to supervise and organise any evacuation;
- And show them the correct Fire Exit Route for the room(s) that you have hired;
- The location of the Fire Assembly Point which is outside within the public car park, clear of the Victory Hall entrances.