

## EMERGENCY PLAN

The Hirer is the "Responsible Person" and is designated the person in charge of the Hall during your hire. You should make yourself entirely familiar with the layout of the Hall, the emergency exit routes (which must be kept clear) and the fire protection measures. It is advisable to make a note of the name of each person attending your event (see Step 3-Roll Call).

### IN CASE OF FIRE:

|    |  |
|----|--|
| 1. | <b>Activate alarm</b> (if not already sounding) by pushing any one of the 4 fire alarm break glass buttons [1 near main entrance door; 2 by emergency exits in main hall and 1 at kitchen rear exit door]  |
| 2. | <b>Open the 2 external fire doors</b> by pushing on the bars on the 2 doors in the main hall, push open the door from the rear play area and open and secure the main entrance doors.  |
| 3. | <b>Alert all in the Hall</b> to the incident, then instruct all persons to leave the Hall using the nearest available Fire Exit in an orderly manner without panicking and following the FIRE EXIT signs.<br><b>Close all internal doors</b> unless required to facilitate escape.<br>If safe to do so, a designated person should check that the kitchen, all three toilets and main hall are vacated<br>All should make their way to the Fire Assembly Point on the South Street pavement adjacent to St Mary's Church.<br><b>Using your list of known attendees, take a Roll Call to identify any missing persons</b> |
| 4. | <b>Call the Fire Service/Fire Brigade on 999</b> , however small the incident may appear to be, and give this address:<br><b>ST MARY'S CHURCH HOUSE HALL,<br/>SOUTH STREET, BRIDPORT DT6 3NN</b><br>There is no phone at the Hall; closest call box is in South Street by Woodman Inn (working as of 2 <sup>nd</sup> May).   |
| 5. | <b>Once the Hall is vacated, members of the public do not re-enter the building under any circumstances.</b>   |
| 6. | On arrival of the Fire Service/Fire Brigade inform the Officer in Charge if a Roll Call has been taken and whether all persons are safe/there are missing persons and their last known position.   |
| 7. | Attempts to extinguish the outbreak of the fire with the fire-fighting equipment within the Hall should only be attempted if it is considered safe to do so. If in doubt vacate the building immediately.  |
| 8. | Report the incident to the Bookings Secretary or other Committee Member as soon as practicable.  |

