

Upwell Village Hall Emergency plan

As the hirer of Upwell Village Hall, you have legal duties to the people assisting with or attending your event.

Before your event begins you should be aware of:

- How people will be warned if there is a fire, including the location of 'break glass' points
- The location of fire exits
- The locations of fire extinguishers, their types & uses
- Where people should assemble after they have left the building (muster point)

Before your event begins you should decide:

- Who will be responsible for calling the fire & rescue services
- Who will meet the fire & rescue services on arrival
- Your plans to deal with people once they have left the building, especially children

At the start of your event, you should notify those present about:

- The emergency warning signal
- The location of exits
- The location of the muster point

During your event you should ensure that:

- Exits do not become blocked
- The NO SMOKING policy is adhered to
- The number of people on the premises does not exceed the maximum allowed. (See Hall Capacity details in booking information)

REMEMBER... in the unlikely event of a fire during a function such as yours, people will survive because you were prepared.

This is YOUR responsibility.