

Emergency Evacuation Plan

General Emergency Evacuation Plan

for : The Maud Hardman Hoyle Memorial Hall (HHMH)

Linchmere Road, Hammer, West Sussex GU27 3QW

Plan date: **11/06/2024**

Review date: **11/06/2025**

Contacts in the event of an emergency:

Facilities Manager: **Leina Mancuso- 07477203381**

Parish Councillor: **Ann Thornhill- 07931453153**

Parish Councillor: **Graham Perrett- 07761674178**

1.

Please read the points listed below to ensure you understand what action to take in the event of an emergency.

2.

Sound of the alarm

The sound of the alarm will be a continuously ringing bell, a continuous warning siren.

3.

Raising the alarm

In the event of a fire:

If the fire is discovered by a hirer or a visitor raise the alarm by: **activation of the nearest call point or**

If fire is detected by automatic detectors, this will trigger the fire alarm

4.

Action hirers and visitors should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Hirer will take charge and lead in the fire evacuation
- Commence evacuation of the building using the nearest exit– ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating.
- Close all fire doors behind you.
- Dial 999 and request attendance by the Fire Service. Give your name, name of building, building address (as detailed above), contact number and details of fire.
- Only tackle the fire using firefighting equipment if it is safe and you feel competent to do so.
- Report to the assembly point located in the corner of the car park by the notice board.
- The hirer or responsible person will conduct a register or visual head count of all attendees to ensure that everyone has vacated the building safely.
- Ensure no one re-enters the building until you have been told it is safe to do so by the fire service.
- Liaise with Fire Service upon their arrival.
- Report the incident to one of the members of Lynchmere Parish Council listed above as soon as you are able.

5.

Escape routes

The escape routes from the building are: (detail designated fire escape routes)

1. Main Entrance (double doors)
2. Large Hall opposite stage, front of building (double doors)
3. Top of the stairs leading down to the basement area (single door)
4. Small room in basement (double doors)

6.

Fire assembly point

The assembly point is: Far corner of the carpark, next to the notice board

7.

Extinguisher use

Fire extinguishers will only be used where:

- Hirers or attendees have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, you should not attempt to extinguish a fire

8.

Location of key safety hazards or other fire related equipment

- **Gas supply shut off:** To the right of the door as you enter the boiler room, below ground floor level accessed from outside the building.

- **Mains fuse box:** Inside a locked cupboard to the right as you enter the men's toilets, located in the basement area.

- **Fire alarm panel:** to the left of the door as you enter the building from the main entrance.

9.

Fighting fires – Extinguisher Locations

Type	Quantity	Locations
Co2 For electrical fires or fires fuelled by flammable liquids	2	<ul style="list-style-type: none"> • Single fire exit • On stage, kitchen side
Powder For electrical fires or fires fuelled by flammable liquids and flammable organic solids; paper, wood and textiles. Additionally for flammable gasses and metals.	1	<ul style="list-style-type: none"> • Boiler House
Water For fires that involve flammable organic solids. Common examples of this include paper, wood and textiles	6	<ul style="list-style-type: none"> • Front entrance • Lower ground outside men's toilets • Single fire exit • Main hall x 2 • Lower ground in Small hall next to double doors

**General Emergency Evacuation Plan for Maud Hardman Hoyle
Memorial Hall version approval**

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Approver: Sylvia Tibbs

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Revision History:

Rev	Change description	Author	Approver	Date