



Emergency Evacuation Plan

General Emergency Evacuation Plan

for : St Michael's Hall

Lynchmere Road, Hammer, West Sussex GU27 3QW

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

Review date: **11/06/2027**

1.

Contacts in the event of an emergency:

Clerk to Lynchmere Parish Council: **Leina Mancuso- 07477203381**

Parish Councillor: **Ann Thornhill- 07931453153**

Parish Councillor: **Graham Perrett- 07761674178**

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:

1. Main Entrance
2. Double doors adjacent to the kitchen and office

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.

Fighting fires – Extinguisher Locations

1. Entrance hall below the fire alarm panel
 - **1x Water**- for fires that involve flammable organic solids. Common examples of this include paper, wood and textiles
 - **1x Co2** -for electrical fires or fires fuelled by flammable liquids
2. Next to the double fire exit, opposite the kitchen
 - **1x Water**
 - **1x Co2**
3. **Fire Blanket** available in the kitchen- for small kitchen fires, waste bin fires and to extinguish clothing fires

9.

Location of key safety hazards or other fire related equipment

- **Mains fuse box:** Inside a locked cupboard to the left as you enter the building through the main entrance.
- **Fire alarm panel:** to the left of the door as you enter the building through the main entrance.

10.

General Emergency Evacuation Plan for St Michaels Hall version approval

Author: Leina Mancuso- Facilities Manager

Approver: Sylvia Tibbs- Chairman of Lynchmere Parish Council

Date:01/07/2024

Revision History:

Rev	Change description	Author	Approver	Date
1.1	L.Mancuso Job title and contact	LM	Full Council	01.07. 2026