



# Emergency Evacuation Plan

## **General Emergency Evacuation Plan**

**for : St Michael's Hall**

Linchmere Road, Hammer, West Sussex GU27 3QW

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

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

**1.**

### **Contacts in the event of an emergency:**

Facilities Manager: **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