

WESTHAMPNETT COMMUNITY HALL

Serving Westhampnett, Maudlin and Westerton

IN THE EVENT OF A FIRE (Emergency Plan)

- Sound the alarm
- Take command – give loud and clear instructions to immediately to all those in presence to evacuate the building and gather at the meeting point on the village green at the play park.
- Check every room that it is safe to enter, to ensure that everyone has left the hall.
- Fire extinguishers should be used to clear a safe passage to an exit.
- Once outside check everyone is accounted for.
- **Phone 999 to contact the emergency services. – The address of the hall is: Westhampnett Community Hall, Hadrian Drive, Westhampnett, West Sussex PO18 0FP**
- Check that the lane and area around the hall is clear for the emergency vehicles.
- Send two people to act as guides for the emergency services – one at the end of Hadrian Drive onto Stane Street, and one at the gates to the entrance of the Community Hall on Hadrian Drive.
- Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- Contact a member of the Community hall committee on one of the numbers shown below: Julie Freeman Hall phone: 07930359042
 - Julie Freeman – Home: 07557676643 or 01243 532330
 - Vikki Hibbert – 07854239245
 - Linda Lanham Clerk to Parish Clerk 01243 536859

WESTHAMPNETT COMMUNITY HALL SAFETY GUIDANCE AND EMERGENCY PLAN

YOU THE HIRER ARE THE “RESPONSIBLE PERSON”

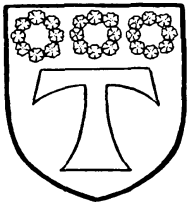
At all times the hall is in use the **RESPONSIBLE PERSON** must be in charge and ready to take control of any incident. Please read and become familiar with these instructions. **Your priority is always to save lives and not the building!**

BEFORE YOUR EVENT STARTS

- **Ensure that the number of people in the hall does not exceed 120.**
- Check exit routes are not blocked by for example tables or chairs (see diagram over leaf)
- Check the Fire Extinguishers are clearly visible.
- Check that no “doubtful” looking electrical equipment or extension leads have been bought in the hall
- Check that no decorations have been hung so that they could fall down and obstruct a fire exit
- Check that the fire exit lights are switched on

DURING YOUR EVENT

- Watch that fire exit routes do not become obstructed
- Brief disabled people and/or their helpers on the evacuation routes.
- Watch that no vehicle obstructs the main entrance, fire exits and that emergency vehicles have a clear access route to the hall.
- Watch that nothing likely to cause a fire is taking place!
- Be vigilant of any smells of burning or a gradual build-up of smoke.



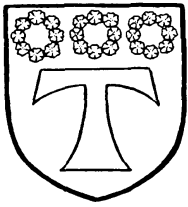
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Periodic fire safety checklist

This is not intended to take the place of a fire risk assessment, but should be used as a means of ensuring that safety standards, established after the fire risk assessment, are being maintained. It might be appropriate to run over the list at the time of committee meetings, provided they are held at least once a quarter.

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
- Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Is the lighting, and emergency lighting systems adequate, and functioning correctly?
- Is an approved seating plan on display?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the gangway limits being adhered to?
- Are floor coverings and stair nosing in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the chimney been swept?
- Has the firefighting equipment been serviced?
- Has the detection system and battery been checked?
- Has the sprinkler system been checked?
- Are the smoking rules being adhered to?
- Is stage scenery being checked for flammability?
- Are the areas open to the public, free of combustible stores?
- Is rubbish being kept safely and removed frequently?



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- Are the security measures functioning?
- Do all committee members know how to use the firefighting equipment?
- Are there any hazards anticipated or overlooked?