

FIRE EMERGENCY PLAN

(For and hirers/visitors when Parish Council staff are not in the relevant part of the premises including Personal Emergency Evacuation Plans (PEEPs) for disabled persons)

1. In the event of fire, personal safety must override all other considerations, such as saving property and extinguishing the fire.
2. The Parish Council does not require any hirer or visitor to attempt to extinguish a fire, but extinguishing action may be taken **if it is safe to do so**, by means of the extinguishers or fire blankets.
3. Anyone who discovers a fire should immediately raise the alarm and make the organiser/person in charge aware of the situation.
4. On hearing the alarm, the organiser/person in charge should assume the role of fire marshal, and implement the evacuation of the premises. The Fire and Rescue Service should be summoned by dialling **999**.
5. The organiser/person in charge should ensure that everyone is evacuated and goes to the **assembly point on the far side of the car park near the Parochial Hall [see sign on lamp post]**.
6. The organiser/person in charge must be aware of any disabled person attending the event and have prepared a Personal Emergency Evacuation Plan (PEEP) for them. This must include anyone who has vision or hearing impairment.
7. Everyone should leave the premises in a calm and orderly manner, making sure that no one is left behind.
8. The organiser/person in charge should take a roll call as soon as possible.
9. The organiser/person in charge should check the premises for other people, **but only** if it is safe to do so.
10. As soon as the Fire and Rescue Service arrive on site, the organiser/person in charge should introduce him/herself to the Senior Fire Officer.
11. Any persons unaccounted for must be reported to the organiser/person in charge who should pass the information on to the Fire and Rescue Service.
12. No one should re-enter the premises until given permission to do so by the organiser/person in charge or the Fire and Rescue Service.
13. No vehicles, other than emergency service vehicles, are to be permitted to drive into the car park whilst any evacuation is underway.

See below for fire precautions fact sheet

KEYWORTH VILLAGE HALL COMPLEX

FIRE PRECAUTIONS FACT SHEET

Emergency Exit Doors {push bar to open from inside}

- Two on playing field side of Village Hall.
- One on Elm Avenue side [at stage end] of Village Hall.
- One in Village Hall kitchen.
- One on playing field side of Centenary Lounge.

Security Bolts {Ensure that these are unfastened when premises in use}

- Top and bottom of all of the above-mentioned emergency exit doors.

Fire Extinguishers [To activate: pull out pin; direct horn at base of fire; squeeze levers.

N.B. Hold upright; do not hold horn.]

- Three in Village Hall [two in Red floor stands on playing field side; one in Red floor stand near double door leading to foyer].
- One in Village Hall foyer [outside door to bar].
- One in Village Hall kitchen.
- One in Centenary Lounge foyer [near main entrance doors].
- One in Centenary Lounge kitchen [on wall near door].
- One in Centenary Lounge [on wall on playing field side].
- One in Green Room [on wall near door to corridor alongside stage].
- One in Feignies Room

Fire Blankets

- In Village Hall kitchen [on wall near emergency exit door].
- In Centenary Lounge kitchen [on wall near door].

Fire Alarms/Call Points [Break glass, and press to activate]

- Three in Village Hall [near emergency exit doors].
- One in Village hall foyer [near door to bar].
- One in Village Hall Entrance next to Feignies room door.
- One in Village Hall kitchen [near emergency exit door].
- One in Centenary Lounge foyer [near entrance doors].
- One in Centenary Lounge [near emergency exit door].
- One in Green Room [on wall near door to corridor alongside stage].

Fire Alarm Indicator Panel

- In Centenary Lounge foyer.

Fire Doors

Look out for blue and white signs; keep relevant doors shut, or locked shut as appropriate.

Telephones

- Payphone [no money needed for 999 calls] in Village Hall foyer.
- Telephones [999 calls only] in Feignies Room, Village Hall [near double door leading from foyer] and Centenary Lounge foyer.