

Llangunllo Community Hall

FIRE EVACUATION PROCEDURE

It is the responsibility of the user / hirer to ensure helpers and volunteers at their event understand the following fire evacuation procedure.

An announcement should be made at the beginning of an event to ensure all users and attendees are aware of the emergency exits.

In the event of an evacuation the person responsible for the event must check that the building has been fully evacuated provided it is safe to do so.

In the event of a fire the following procedure should be followed.

- **RAISE THE ALARM**

The Hirer in charge should sound the alarm unless it has already been triggered by automatic detectors

The Hirer in charge will instruct all persons to leave the building, in a calm and orderly manner, by the nearest fire exit and assemble at the designated area.

FIRE ASSEMBLY POINT: across the road from the Hall at the entrance to Great House

Wherever possible the Hirer in charge should check that all helpers, volunteers and members of the public at the event, are accounted for.

The Hirer in charge should not allow any visitors to remain in the building to collect personal belongings and should ensure no-one re-enters the building until confirmed safe to do so by the fire service.

The Hirer in charge should inform wheelchair users where they can exit the building safely (either through the main front entrance doors or the fire exit door at the side of the building).

If safe to do so, electrical & water mains supplies should be switched off before leaving the building.

- **DIAL 999**

The hirer in charge should call the fire service by dialling 999 and request attendance

They should give their name, contact number, the name of the building (LLANGUNLLO COMMUNITY HALL), the building address (LLANGUNLLO, KNIGHTON, LD7 1SW) and any details of the fire.

The Hirer in charge should contact a member of the management committee as soon as practicably possible.

Deb Jones – Chairman 07896 266416
Karen Edgar – Secretary 07811 172767
Lynn Clark – Treasurer 07966 996514

- **FIGHTING THE FIRE**

Users should only attempt to put out a fire if it is safe to do so (i.e. there is a clear means of escape and the fire is small) and they are confident in the use of fire extinguishers.

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

LOCATION OF FIRE EXTINGUISHERS/BLANKET

Kitchen (fire blanket & extinguisher Co2)

Main hall on the wall by the front swing doors (extinguisher – Water)

Main hall on the floor by the disabled ramp access (extinguishers – Water & Co2)

Instructions for the use of the fire extinguishers and fire blanket are printed on the appliances.

LOCATION OF MAIN ELECTRIC SHUT OFF POINT

Electrical Mains Fuse Board: Front Door (entrance porch)

Escape routes from the building are shown on the map below