COLATON RALEIGH VILLAGE HALL

Fire Safety Procedures – Duties of responsible person

Before admission of the public, the responsible person should familiarise themselves with the layout of the hall as shown on the attached plan which is also displayed prominently in the building. In particular, they should note the position of:

- the EMERGENCY EXITS.
- the FIRE EXTINGUISHERS and the FIRE BLANKET in the kitchen.
- the ASSEMBLY POINT at the junction of Church Road and Brook Lane.

They should also:

- check that the exit doors are unlocked and will open fully from the inside.
- check that each internal route leading to the exit doors is unobstructed.
- check that the routes from the exit doors to the assembly point are unobstructed.

When the public is present, the responsible person should:

- show the location of the emergency exits to those present.
- be in attendance throughout the event.
- ensure that the Hall's "No Smoking" policy is respected, and that no naked lights are used in the Hall.

After the public has left, the responsible person should:-

- ensure that all lights and fans are turned off.
- windows closed.
- all external doors locked.

Actions to be taken if you discover a fire:

- Immediately raise the alarm but remain calm, act quietly, reassure all present.
- Indicate the EMERGENCY EXITS and ask people to leave quickly and quietly using the nearest available exit.
- proceed to the ASSEMBLY POINT at the junction of Church Road and Brook Lane and stay there.

- Nominate a responsible person to call the Fire Service (see below).
- If possible, without risk, tackle the fire with the appliances provided.
- If unable to put out the fire, leave the building assisting with the evacuation.
- Keep everyone together until you can check whether anyone is missing.
- Try to ensure that the Fire Service has clear access to the premises.
- Do NOT re-enter the building until told that it is safe to do so by the Fire Service.

To call the fire service:

Using a mobile phone or a telephone in a neighbouring property, call 999 and request the Fire Service.

Wait for the Fire Service to answer, then give the full address clearly:

Village Hall

Church Road

Colaton Raleigh

EX10 0LL

(beside the Church)

What3Words: ///bead.pumps.pitching

