

IN THE EVENT OF A FIRE IN CROYDON READING ROOM (Emergency Plan)

- 1 Take command – give loud and clear instructions to immediately evacuate the building and gather on the grass by the right side.
- 2 Check every room that it is safe to enter, to ensure that everyone has left the hall.
- 3 Fire extinguishers should be used to clear a safe passage to an exit.
- 4 Once outside check everyone is accounted for.
- 5 Contact the emergency services. – The address of the hall is:
CROYDON READING ROOM CROYDON HIGH STREET CROYDON SG8 0DN
- 6 Check that the road and area around the hall is clear for the emergency vehicles.
- 7 Send two people to act as guides for the emergency services – one by the War Memorial and one by The Wood Grill
- 8 Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- 9 Contact a member of the village hall committee on one of the numbers shown below:-

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 lives and not the building!

BEFORE YOUR EVENT STARTS

Check exit routes are not blocked by for example tables or chairs (see diagram)

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 (see plan)

DURING YOUR EVENT

No smoking in the building.

Insure any cooking in the kitchen is supervised by you and everything is switched off.

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 entrance or 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.

Ensure that the number of people in the hall does not exceed 80.

Listen out for the Heat Alarm in the kitchen and evacuate the building if heard.

Insure The Robot Vacuum cleaner (if used) is not left on unsupervised.

Chairman: Diana Walters: 07808738085 Secretary: Janice Horsford; 07548953090

Chris Elsley; 07970474556 Melita Brownrigg; 07775684115 Chris Sole: 07768960531 Frank Sole; 07710647469