

Hartlebury Parish Hall Management Committee

EVACUATION PROCEDURE HARTLEBURY PARISH HALL EMERGENCY EVACUATION STRATEGY

In the event of a fire occurring in the hall the following procedure should be implemented.

This building is fitted with automatic alarm and emergency lighting system.

An appropriate person (e.g. the event organizer, senior person) shall take charge.

- If the Alarm has not sounded break the glass and trigger the alarm system.
- Open all appropriate emergency doors and exits.
- Ensure that all doors are not impeded or jammed open or shut.
- Begin evacuation calmly and without panic, ensuring, the disabled and children take priority.
- Do not allow people to collect goods or possessions.
- Instruct evacuees to make their way to the Assembly Point at the Muga Car Park
- Check all persons are out of the building.

NOTE: THERE IS NO TELEPHONE IN THE HALL. USE A MOBILE PHONE: OR SEND A PERSON TO THE NEAREST HOUSE.

- Alert emergency services: Fire Brigade 112 or Ambulance 999 if appropriate.

Hall Contacts: Ray Kirby 01299 250995 Claire Hutchinson 07775 957792

- Ensure persons do not attempt to re-enter the building to gather possessions until the Fire Officer agrees that it is safe to do so.
- Keep people at a safe distance from the building.
- Use of the Fire Fighting equipment in the hall must not be to the detriment of the evacuation. The evacuation must take priority.
- Fire fighting equipment should only be used when the operator feels confident.