

MARKET LAVINGTON OLD SCHOOL SAFETY GUIDANCE AND EMERGENCY PLAN

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 overleaf)
- Check the Fire Extinguishers are clearly visible and have not been removed from their designated stands.
- 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 and obstruct a fire exit.

DURING YOUR EVENT

- 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 main entrance, 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 the maximum figures shown below: 250 standing, 89 seated.

IN THE EVENT OF A FIRE (Emergency Plan)

If the smoke detectors are activated, this will be denoted by a loud high-pitched continuous tone.

Take command – give loud and clear instructions to immediately evacuate the building via the emergency exits go directly to the emergency assembly point and to wait for you to check their names. The emergency assembly point is located at the top car park above the Community Hall. It accessed by the lower gravel path running westerly adjacent to Church Street, between St Mary’s Church and Church Cottage. For wheelchair and disabled users please assemble outside the front of 18 Church Street. To ensure everyone is accounted for, instruct them NOT to go home but gather ONLY at one of the assembly points.

- Contact the emergency services by dialling 999. – The address of the hall is:

Market Lavington Old School
Church Street
Market Lavington SN10 4DG

- Check every room including the toilets that are safe to enter, to ensure that everyone has left the hall.
- Fire extinguishers should be used to clear a safe passage to an exit.
- Once outside check everyone is accounted for.
- Check that Church Street and the area around the hall is clear for the emergency vehicles.
- Send two people to act as guides for the emergency services – one at the Shires Roundabout below the Community Hall and one outside the Old School to liaise with the Fire Services upon their arrival.
- Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- Contact a member of the village hall committee on one of the numbers shown below: -

Carol Hackett:	Tel: 01225 760372	Mob: 07759 761307
Colin Osborn:	Tel: 01380 812450	Mob: 07792 482631
Bob Gordon:	Tel: 01380 699051	Mob: 07792 482631
Ian Myhill:	Tel: 01380 812182	Mob: 07515 731700

MARKET LAVINGTON OLD SCHOOL EMERGENCY EVACUATION ROUTES

