

# Baginton Village Hall - Emergency Plan

## IN CASE OF FIRE:

1	<b>Activate alarm</b> (if not already sounding) by pushing any one of the 4 fire alarm break glass buttons (1 in the entrance hall next to the door to the men's toilets; 1 in the main hall next to the emergency exit; 1 next to the kitchen door in the corridor between the kitchen and committee room; and 1 in the storeroom.).
2	<b>Open the 3 external fire doors</b> by pushing on the bars on the doors in the main hall and corridor between the kitchen and committee room and opening and securing the main entrance doors.
3	<b>Alert all in the Hall</b> to the incident, then instruct all persons <b>to leave the Hall using the nearest available Fire Exit</b> in an orderly manner without panicking and <b>following the FIRE EXIT signs</b> . Ensure vulnerable persons are assisted to evacuate and that no-one is left in the building, with special attention being given to the toilets. <b>Close all internal doors</b> unless required to facilitate escape. All should make their way to the <b>Fire Assembly Point on the far side of the car park</b> nearest the road. <b>Take a Roll Call</b> to identify any missing persons.
4	<b>Call the Fire Service/Fire Brigade on 999</b> , however small the incident may appear to be, and give this address: <b>BAGINTON VILLAGE HALL, FRANCES ROAD, BAGINTON, CV8 3AB</b> (What3Words ///claps.lodge.vague) There is no phone at the Hall and no public call box in the village.
5	Ensure that once the Hall is vacated, <b>members of the public do not re-enter the building under any circumstances.</b>
6	<b>On arrival of the Fire Service/Fire Brigade inform the Officer in Charge</b> that a Roll Call has been taken and all persons are safe / there are missing persons and their last known position.
7	Attempts to extinguish the outbreak of the fire with the fire-fighting equipment within the Hall should only be attempted <b>if it is considered safe to do so and you are trained in their use. If in doubt, vacate the building immediately.</b>
8	<b>Report the incident</b> to the Lettings Officer or a Hall Trustee as soon as practicable.