

Baginton Village Hall - Emergency Plan

IN CASE OF FIRE:

1	Activate alarm (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	Open the 3 external fire doors 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	Alert all in the Hall to the incident, then instruct all persons to leave the Hall using the nearest available Fire Exit in an orderly manner without panicking and following the FIRE EXIT signs . Ensure vulnerable persons are assisted to evacuate and that no-one is left in the building, with special attention being given to the toilets. Close all internal doors unless required to facilitate escape. All should make their way to the Fire Assembly Point on the far side of the car park nearest the road. Take a Roll Call to identify any missing persons.
4	Call the Fire Service/Fire Brigade on 999 , however small the incident may appear to be, and give this address: BAGINTON VILLAGE HALL, FRANCES ROAD, BAGINTON, CV8 3AB (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, members of the public do not re-enter the building under any circumstances .
6	On arrival of the Fire Service/Fire Brigade inform the Officer in Charge 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 if it is considered safe to do so and you are trained in their use . If in doubt, vacate the building immediately .
8	Report the incident to the Lettings Officer or a Hall Trustee as soon as practicable.