

Evacuation Procedure

IN THE EVENT OF A FIRE (Emergency Plan)

- Take command – give loud and clear instructions to immediately Evacuate the building and ask your guests to make their way safely and carefully to **The Crown Car Park**, ensuring that all children, and those needing assistance are cared for.
- Check every room that it is 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.
- Contact the emergency services. – The address of the hall is:
Chinnor Village Hall, Church Road Chinnor OX39 4PQ
- Check that 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 **Church Road entrance to Chinnor Village Hall**, and one at the junction of **Station Road, Oakley Road and Church Road**
- Do not allow anyone to enter the hall until a fire officer advises it is safe to enter.

Contact the Chinnor Village Hall Management Committee as follows

07981920426

07599725942

Signed on behalf of the Village Hall Management Committee

.....
Signed by the person responsible for the Event

.....

CHINNOR VILLAGE HALL
CHURCH ROAD, CHINNOR, OXON)X39 4PQ

Hirer must be over 21 years of age and present throughout the event.

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 ☐
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

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 figures shown below:-

Main Hall 150 seated 200 standing

Small Hall 60 seated 80 standing

Upstairs Committee Room 40 seated theatre style