

# LEVENS VILLAGE HALL

**Charity No. 1192940**

## **Fire Evacuation Procedures** (4 pages)

The aim of this plan is to ensure that, in the event of a fire, everyone is sufficiently familiar with the action they should take to ensure that the Levens Village Hall can be safely evacuated.

### **1. Premises Information**

<i>Site name</i>	Levens Village Institute	
<i>Address of the premises with respect to which this Fire Emergency Plan relates</i>	Lowgate Levens LA8 8NL	
<i>Occupier of the Premises</i>	Levens Village Hall Trustees (hereafter named The Trustees)	
<i>The use or the uses of the premises covered by the Fire Emergency Plan</i>	Events, meetings, activities and social gatherings	
<i>Fire warning/suppression arrangements</i>	Is there a fitted alarm system?	No
	How is the alarm raised?	A handbell is located in the entrance hall which must be used to alert occupiers of incident
	Is there Emergency lighting?	Yes
	Are there sprinklers?	No
	Is there a gas suppressions system?	No gas supply to premises
	Are there fire extinguishers?	Yes, checked annually
<i>The number of people likely to be present and their location</i>	Up to 185 people are likely to be present throughout the building. (Upper room up to 100 standing/65 seated; Lower room up to 85 standing/50 seated) A number of other third parties, building contractors from time to time are likely to be found in the building	
<i>Persons who are especially at risk</i>	Is there a likelihood that events may include persons who are especially at risk?	Yes
	If these have been identified, has the risk assessment procedure, completed by the Hirer, identified them and how they will be evacuated?	Yes, this must form part of any Hirer's Risk Assessment

<b><i>Ability of people present to escape without assistance</i></b>	Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within three minutes without assistance?	Yes
<b><i>Presence of outside contractors/visitors</i></b>	All contractors and attendees will be briefed on the fire arrangement by the Hirer for that group event/activity They must also identify the person who will be responsible for ensuring that all members have evacuated	
<b><i>Specific arrangements, if necessary, for high fire risk areas of the building</i></b>	The kitchen and the electricity meters are the most likely source of fire and these are maintained and serviced annually	

## 2. Roles and Responsibilities

<b><i>Nominated Fire Officer duties and roles</i></b>	<p>The site Fire Officer is the Hirer themselves or a designated member of The Trustees</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensuring the fire emergency plan is maintained</li> <li>• Ensuring alarm system is tested and records maintained for their group/event/activity</li> <li>• Ensure records of any Fire Event are maintained and are shared with the Trustees</li> <li>• Ensure fire wardens are appointed for large events (if necessary)</li> <li>• Be responsible for co-ordination in the event of a fire and implementation of this emergency plan</li> <li>• Report fires and carry out an investigation</li> <li>• Conduct regular fire safety inspection of the building – this is the responsibility of the Trustees</li> <li>•</li> </ul>
<b><i>Nominated Fire Wardens duties and roles</i></b>	<p>Persons may be appointed as Fire Wardens for larger events which have been identified as posing greater risk through the Risk Assessment</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Clearing their designated area of all persons</li> <li>• Reporting their area as clear to the Nominated Fire Officer at the fire assembly point</li> </ul>

<i>If you discover a fire you must</i>	<ul style="list-style-type: none"> <li>• Raise the alarm by using the handbell located in the entrance hall</li> <li>• Assist any persons who need help</li> <li>• Inform the Nominated Fire Officer</li> </ul>
<i>If you hear the Fire Alarm you must</i>	<ul style="list-style-type: none"> <li>• Assist any persons who need help</li> <li>• Leave the premises by the nearest available exit, closing all doors behind you</li> <li>• Report to the assembly point at LEVENS VILLAGE SHOP taking care to cross any roads with care and attention to moving vehicles</li> <li>• <b>DO NOT</b> stop to collect personal belongings</li> <li>• <b>DO NOT</b> shout or run – this may cause panic</li> </ul>
<i>Your responsibilities</i>	<ul style="list-style-type: none"> <li>• You must know how to find the escape routes provided</li> <li>• You must know how to find and operate the fire alarm</li> </ul>

### 3. Communications

<i>The following personnel will be contacted in the event of a fire</i>	<p>Alan Miller (Bookings) – 015395 60334  Helen Golding Miller – 015395 60334  Sheila Watson - 015395 60362</p>
<i>Procedures for liaising with the Fire Brigade</i>	<p>The Nominated Fire Coordinator will be responsible for determining whether the Fire Brigade is required. If they are, they should be provided with the following information:</p> <ul style="list-style-type: none"> <li>• How many persons are still in the building, if any</li> <li>• Any dangerous substances stored in the building that are likely to become involved</li> <li>• Where the start of the fire is thought to have been, and how to get to it</li> <li>• The best route to get to trapped persons</li> </ul>
<i>Turning off services</i>	<p>The Contact Personnel (stated above) from the Trustees is responsible for understanding how to turn services off to the building and coordinating this with those competent to do so</p>
<i>Re-entering the building</i>	<p>The Contact Personnel (stated above) from the Trustees will be responsible for communicating the all clear when the Fire Brigade have undertaken their investigation in to any fire alarm</p>

#### 4. Reporting and Investigation

<b><i>Reporting</i></b>	The Nominated Fire Coordinator is responsible for reporting the fire to the Trustees through a Trustees meeting
<b><i>Investigating</i></b>	<p>The Nominated Fire Coordinator is responsible for completing an investigation.</p> <p>A copy of the investigation report must be presented to the Trustees</p>

#### 5. Fire Alarm Testing and Evacuation Practice

<b><i>Fire alarm procedures shall be tested as follows</i></b>	<p>The Hirer or Nominated Fire Coordinator for any regular event is responsible for arranging a fire evacuation practice for their group/event/activity.</p> <p>This must be recorded for their own records and available on request by the Trustees</p>
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