

STANTON UNDER BARDON VILLAGE HALL

FIRE EMERGENCY PLAN

Action to be taken by the person discovering a fire

1. Raise the alarm if it is not already sounding by activating the nearest 'Break Glass Point'
2. **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone nearby so **use a mobile to call 999.**
5. Evacuate the building and report to the Emergency Assembly Point in the Car Park using firefighting equipment to clear a safe passage to a fire exit where appropriate.

Actions to be taken by persons upon hearing the fire alarm

1. Leave the building by the nearest available exit.
2. Report to the Emergency Assembly Point in the rear car park. Do not stop to collect personal belongings

How the Fire Brigade are to be called and who is responsible.

1. The **Responsible Hirer** will call the emergency services upon hearing the fire alarm.
2. Anyone calling 999 should give specific details of the location.

GIVE THIS ADDRESS:

**Stanton under Bardon Village Hall
2 St John Cole Crescent
Stanton under Bardon
Leicestershire
LE67 9AE**

WHAT3WORDS LOCATION - [///arts.kitten.tadpoles](https://www.what3words.com/location/arts.kitten.tadpoles)

Escape routes are the main entrance and two emergency exits in the main hall. The emergency assembly Point is at the sign in the Village hall car park.

Actions to be taken by the **RESPONSIBLE PERSON**

1. To contact Fire Brigade if the fire alarm is sounded or a fire is suspected.
2. Take control of the evacuation and roll call
3. Sweep" the building by checking all rooms, toilets etc., to ensure the building is fully evacuated
4. Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.
5. Liaise with Officer in Charge, upon arrival of the Fire Brigade
6. Local Fire Brigade to give the all clear before personnel return to the affected area
7. On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.
8. Hirer to oversee re-entry to the building

EMERGENCY CONTACT DETAILS:

Village Hall Caretaker - 07367 479624