

## Capel Village Hall

### EMERGENCY ACTION PLAN

To be activated in the event of Fire, Bomb Threat, Utility Failure or another major incident or threat to life.

The Hirer is deemed to be the responsible person to activate this plan and shall be on the premises for the duration of the hire period.

#### **Action in case of Fire or another emergency incident**

The person discovering a fire would usually be the hirer of the building. They should immediately activate the fire alarm from one of the call points located at each hall exit and evacuate the building. Only attempt to tackle the fire with the firefighting equipment provided locally if it is safe to do so!

The Hall is provided with Foam Spray and Carbon Dioxide portable fire extinguishers which are located within the Hall, Kitchen and adjacent to the main entrance doors.

The person responsible for the group or individuals hiring the building must ensure everyone present evacuates the whole building and the fire service is called. Responsible persons should call the fire service via 999 or 112, on a mobile phone or by speaking to a homeowner in the immediate vicinity.

For Emergency Services the address of the Capel Village Hall is:  
post code address of these premises is:

**Falmouth Place, Five Oak Green, Kent TN12 6RD**

#### **ACTIVATING THE ALARM ALONE DOES NOT ALERT THE FIRE SERVICE**

#### **Responsibility of Hirer.**

The hirer, is designated as the '**Responsible Person**' shall implement the Emergency Action Plan, using any additional control measures identified on their event risk assessment. They must ensure:

- Ensure, previously designated, fire marshals direct all occupants to the safe exits and inform them to congregate around the Public Utilities building near the entrance to the main car park.
- Conduct a roll call of persons attending the event.

- Capel Village Hall is equipped with an automated fire alarm system with smoke and heat detectors throughout the building. The system can also be activated from manual call points located the entrance area. If necessary or shout “fire” in the event of a system failure.
- Once activated, the fire alarm sounds throughout the building, augmented by visual strobes.
- The fire alarm control panel is located in the main entrance foyer.

#### **How to warn event attendees of an emergency**

- Nominate an individual to contact the required emergency service and liaise with the Officer in charge when they arrive.
- All event attendees should be informed of the emergency procedures should at the commencement of the event by the responsible person.
- Individuals may activate the Fire Alarm System by operating the call point in the entrance foyer.
- The fire alarm is an instruction to all occupants to evacuate the building without delay and the nominated fire marshal will assist this process.

#### **Persons responsible for summoning the emergency services.**

- Ensure key helpers have a clear understanding of their role and provide instruction if required.
- The responsible person, to contact the required emergency service should provide the following details once contact is made:
  - The name of the building – **CAPEL VILLAGE HALL**
  - The address – **Falmouth Place, Five Oak Green, Kent TN12 6RD**
  - Describe the Village Hall car park entrance.
  - Brief circumstances i.e., approx. location of fire or description of threat
  - Give the telephone number of the phone by which you have contacted the service.

## **Evacuation procedure**

- Once a fire has been identified and confirmed, all occupants of the building must leave by the designated fire exits, which are all clearly signed.
- The main escape routes are through two pairs of fire exit doors located in the Hall or main entrance. There are additional secondary escape routes from the kitchen and meeting room.
- All exits and escape routes are signed and must be always kept clear. During the period of hire the hirer has responsibility for ensuring all escape routes are maintained in a safe manner.
- People should make their way to the nearest fire exit and out of the building to the fire assembly point which is the Public Utilities located near the main car park entrance, keeping well clear of the building.
- Return to the building is prohibited until you have been told it is safe to do so by the Officer controlling the incident.
- The silencing of the fire alarm must never be an indication that it is safe to re-enter the building.
- The person responsible for the group of individuals should carry out an accountability check or roll call. Do not leave the fire assembly point until the responsible person has completed the roll call, to ensure that everyone is out of the building.
- Once the fire service has been called, the responsible person should contact the Hall Manager on the available contact number to inform them of the situation.
- The responsible person must report to the Fire Service on their arrival, confirming the accountability check roll call, and providing other information as requested.

### **Accidental activation of Fire Alarm**

- In the unlikely event that a call point is activated inadvertently the responsible person should go to the call point which has been activated and reset it.
- This will be evident by a yellow tag appearing in the top right-hand corner of the clear panel on the call point.
- To reset the call point, insert the black key into the aperture above the yellow tag in the call point case and rotate the key clockwise one quarter of a turn until the unit resets, then remove the key.
- To silence the alarm and reset the system proceed to the fire panel adjacent and to the left-hand side of the main entrance door. Beneath the clear hinged cover insert the key which is stored on top of the unit into the controls enable switch and rotate clockwise one quarter of a turn until the associated amber neon is illuminated.
- The alarm control buttons should then be operated in the following sequence. 'Silence Alarm', 'Silence Buzzer', 'Reset System'. Rotate key anti-clockwise one quarter of a turn, remove and store on top of the panel.
- Check all lights extinguished except the green power light and close the clear plastic cover.
- Report all incidents to the Hall Manager.

### **Identification of vulnerable persons and those especially at risk and their evacuation arrangements**

- Consideration must be given to mobility, or hearing, or sight impaired persons so that they are not put at a disadvantage in an emergency.
- This should also include purpose groups and the elderly. Any vulnerable persons may require assisted evacuation from the building.

### **Identify organisers with special duties such as Fire Marshals**

- At the event planning stage, the risk assessment will identify the number of the public expected.

- Maximum number of persons permitted within the building at any one time relevant to each function as follows:

Main Hall

Dancing 300.

Seated at tables 250.

Closely seated audience 200.

Exhibitions 150.

Meeting Room

Seated 60.

**Identify the Fire Assembly Point outside of the building.**

- The designated assembly point for persons evacuating the building is in the Public Utility building near the entrance to the car park.
- All attendees should make their way to that area and report to the event organiser for a roll call.
- At this time notify the person conducting the roll call of any known individual, who attended the event, which you have not seen or perceive to be missing. Such information shall be passed to the Senior Officer of the Emergency Service in attendance.

**Liaising with the emergency response co-ordinator on arrival and notifying of significant risks.**

- The individual nominated to contact the required emergency service should provide details of the incident as instructed by the responsible person and itemised above.
- Upon arrival of the emergency service the nominated person is to make themselves known to the senior officer attending and provide local knowledge of the incident as requested.

**The shutdown of equipment or power supplies that require isolation**

- The emergency service attending an incident may be in possession of a site map however it will be necessary to provide directions to the power cabinet situated in the cupboard to rear of the main Hall.