

# EMERGENCY PLAN



## ENSTONE PARISH HALL



The Paddocks, Enstone, Oxfordshire, OX7 4LZ

07391 231 304

# ACTIONS IN THE EVENT OF FIRE



**Operate nearest fire alarm**



**Leave building by the nearest exit**

**Report to the assembly point**

**Call 999 for Emergency Services**

**Do not stop to collect personal belongings**

**Do not re-enter until it is safe to do so**

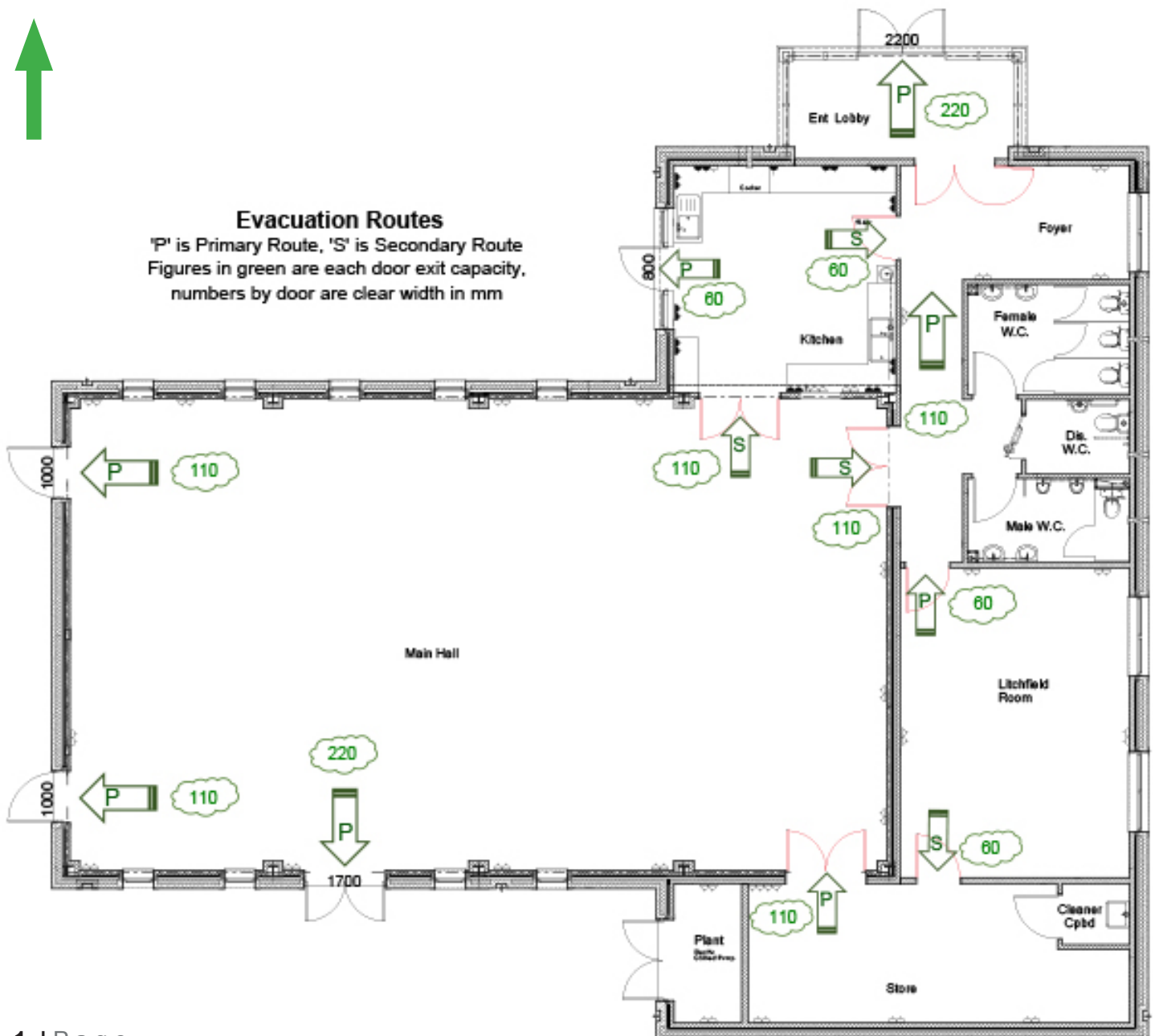


**The assembly point is in the Car Park**



## Evacuation Routes

'P' is Primary Route, 'S' is Secondary Route  
Figures in green are each door exit capacity,  
numbers by door are clear width in mm



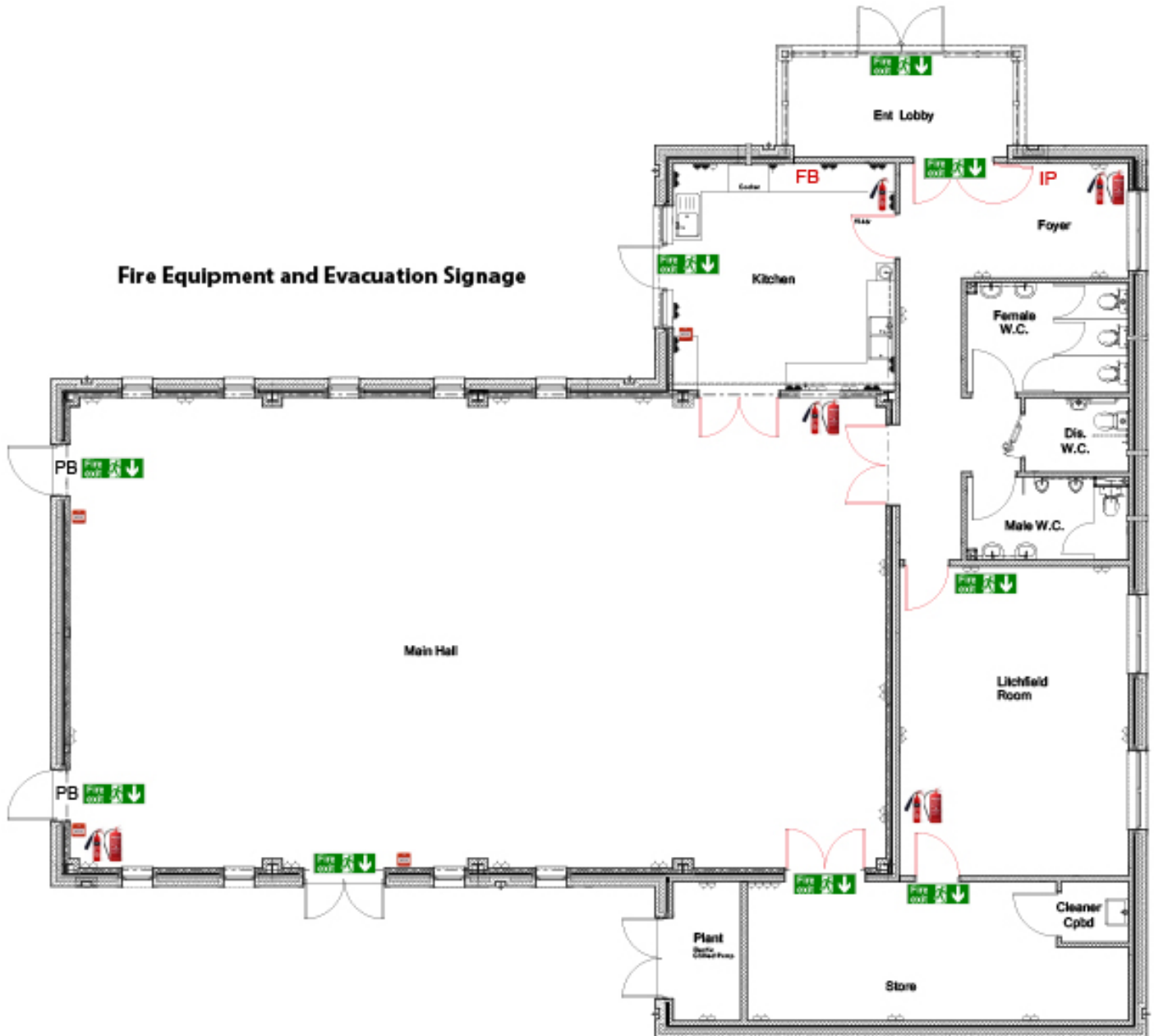
## INITIAL ACTIONS FOR THE RESPONSIBLE PERSON / FIRE MARSHAL

Notwithstanding evacuating building - Ensure disabled, the elderly and young children are helped to evacuate.

Assess situation - put fire out if trained and it is safe to do so with fire equipment below.

Check that all evacuated persons are accounted for and no-one is left in the building.

Liaise with the fire brigade / emergency services on the situation.



CO2 Extinguisher



Water Extinguisher



Directional Fire Exit Signs



Fire Alarm Manual Call Point



Fire Resisting Door

FB

Fire Blanket

IP

Fire Alarm Indicator Panel

PB

Push Bar

## Emergency plan and contingency plans

The hall has no permanent staff working within the building and in general activities in the Parish Hall fall into 2 types:

1. Those activities that are organised by the Parish Hall Committee (EPHMC).
2. Activities organised by hirers of the hall. (A temporary competent person is assigned - see Annex A)

Anyone discovering a fire should carry out the initial actions listed on page 1 of this plan.

If trained in fire fighting equipment and it is assessed safe to do so try to extinguish the fire.

For those organising activities it is essential to assign at least two persons (competent person and fire marshal) to take charge in the event of an emergency. A means of identification should be available to wear if an emergency occurs.

Members of the public should be shown where the exits are in case of evacuation and told where the assembly point is. Evacuation should be through the closest exit in a direction away from the fire and in an orderly manner to prevent people being knocked over and potentially crushed. The building may be plunged into darkness so make people aware to follow the emergency lighting signs. A diagram of evacuation routes is shown on page 1.

It is essential to have a list of those attending an activity and to identify those especially at risk, such as the elderly, the disabled and children. This will aid in identifying the help necessary to quickly carry out evacuation and to check there is no one left in the building.

There is no land line phone in the building so the competent person assigned for the activity must either use their own mobile phone or borrow one to alert the emergency services.

Competent persons / fire marshals should be trained in the operation of the fire equipment available shown on page 2. The EPHMC and hirers should arrange this training and keep a record of those trained.

If any of the hall fire detection / warning systems are not in operation the activity will not go ahead.

Consideration must be given to noise levels in order to prevent the alarm from being heard and not to exceed limits on the numbers of persons attending an event.

### Post Incident Plans

After evacuation to the assembly point it is essential to consider the next actions and to keep people informed of what they are. Consideration should be given to:

- unaccompanied children – letting parents know and arranging collection
- people with personal belongings (especially valuables) still in the building – reassurance of their return
- people in a state of undress (e.g. indoor sportswear) – arrange collection, blankets, use cars to shelter
- people wishing to rejoin friends – reassurance that this will happen, arranging collection
- moving people away from the building – arrange collection, use transport in car park
- inclement weather - arrange collection, use transport in car park, blankets, other buildings (primary school)

### Other Contingencies

Whilst rare in itself, fire is the more likely emergency to cause the building to be evacuated. However, consideration should be given to other emergencies such as a bomb scare or severe crowd disturbance. Assistance from the emergency services would be necessary but the principals of evacuation above would be appropriate. In the event of an explosion many people may be injured and suffering from shock and hearing difficulties. Anyone with first aid training would need to be used until the emergency services arrived.

## Annex A – Emergency plan for the temporary Responsible Person

**As the responsible person for the event/ function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.**

**Before the event or function you should be aware of:**

- what fire protection systems are present
- how a fire will be detected
- how people will be warned if there is a fire
- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety
- arrangements for fighting fire
- how the fire and rescue service and any other necessary services will be called
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- what instruction employees or helpers need and the arrangements for ensuring that this training is given
- limitation on numbers of people
- exit doors which are required to be in the open position are secure
- checking that all escape routes are clear of obstructions and combustibles

**Before the event or function you should decide:**

- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- the duties and identity of staff who have specific responsibilities if there is a fire

- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors
- if fire-detection and alarm systems are out of order the event will not take place
- who will be responsible for calling the fire and rescue service and any other necessary services
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- your plans to deal with people once they have left the premises, especially children

**At the start of the event or function you should notify all those present about:**

- the non-smoking policy
- the emergency warning signal
- who is supervising and how to identify them
- location of exits and escape routes
- taking only valuables immediately to hand but not to go to collect other belongings
- the location of the assembly point
- what will happen after that (e.g. re-entry to the building)

**During the event or function you should ensure that:**

- escape routes and exits do not become blocked
- your non-smoking policy is adhered to
- no naked flames are started (unless authorised e.g. candles)
- where naked flames are present that combustible material is kept clear
- rooms do not become overcrowded
- noise levels cannot drown out the fire alarm
- if necessary, the number of persons in your premises is limited or controlled