

West Hill Village Hall

FIRE EMERGENCY PROCEDURE

Each group present in the Village Hall should have an appointed 'Responsible Person'. He/she will be responsible for the safety of all members of the group for preparing a register of them. (This is not essential for small groups e.g. a four for badminton). The responsible person should also ensure that any disabled persons are given any necessary help to be able to leave the building safely.

All hirers of the hall must ensure at least one of the attendants has a mobile phone that can be used in case of emergency.

ON DISCOVERING A FIRE:

- 1. Activate the alarm system (Break Glass switches) to inform all other occupants in the building.**
- 2. Call the Fire Service (999) immediately**
- 3. Tackle the fire with the appliances without endangering yourself.**

There are six 'Break Glass' switches situated close to the emergency exits. These can be found: 1) in the entrance lobby on the left just inside the front door; 2) in the Main Oak Hall; 3) in Acorn Room; 4) at the end of the corridor towards the school; 5) at the top of the stairs from the entrance lobby; and 6) at the far end of the upstairs Beech Room. There are also smoke and heat detectors that will automatically set the alarm going in the school kitchen, main downstairs kitchen, upstairs kitchen and in the Foyer.

NB. The alarm does NOT automatically alert the Devon Fire and Rescue Service.

ON HEARING THE ALARM:

The Responsible Person should ensure that any amplifiers/ loudspeakers are silenced and should designate personnel to open and man all exits.

The Responsible Person must announce that people should leave the building quickly and quietly, in an orderly manner by the nearest available exit. To operate the emergency exits (there are two types), either push the bar down and back then open the door or push the lever to release the fire door. The main front door has a turn button on it if

locked. He/she or a designated person should, without endangering themselves, check that nobody is left behind – in the toilets for example. The Responsible Person should also leave the building taking the register.

Follow the instructions posted by all the exits. DO NOT stop to collect personal belongings. DO NOT re-enter the building.

When EVERYBODY has left the building, if possible, all doors and windows should be closed.

People should assemble in their groups with their Responsible Person by the assembly point notice on the far side of the car park and await arrival of the emergency services.

The Responsible Person should check the register. If anyone is missing, this must be reported to the attending Fire Officer.

November 2025