

## Fernwood Village Hall Fire Emergency Plan

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

(There are no staff in the Village Hall for the majority of the time that it is in use – therefore, in this plan we have assumed that the actions taken in the event of a fire are taken by the hirer/organiser of the party/event/activity).

Section 1: Premises Information	
Site Name	Fernwood Village Hall
Address	Fernwood Village Hall Rubys Avenue Fernwood NG24 3RS
Occupier of the premises	Fernwood Parish Council Councillors and staff. Hirers of the premises.
The use or uses of premises covered by the Fire Emergency Plan	Events, meetings, activities and social gatherings.
Fire Warning/suppression arrangements	<p>Is there an Alarm System fitted? Automated</p> <ul style="list-style-type: none"> <li>• Audible – type of sound <b>Siren</b></li> <li>• Links to fire brigade <b>No</b></li> </ul> <p>Emergency Lighting <b>Yes</b></p> <p>Fire suppression</p> <ul style="list-style-type: none"> <li>• Sprinklers <b>No</b></li> <li>• Gas <b>No auto switch off</b></li> <li>• Fire Extinguishers <b>Yes</b></li> </ul>
The number of people likely to be present (staff, public etc.) and their location	<p>Up to 3 staff – 2 in office, 1 all areas (office hours: 9.30am – 12.30pm, Monday to Friday)</p> <p>Up to 200 members of the public – main hall, small hall, foyer, kitchen/toilets</p> <p>Up to 5 contractors</p>

Persons who are especially at risk	<p>Is there normally someone onsite who is especially at risk?</p> <p>Sometimes a personal emergency evacuation plan will be needed for disabled people/those with special requirements - Hirers and regular hirers to be asked to consider this in advance of their booking and consult will the Village Hall staff if they do have someone with special requirements.</p>
Ability of people present to escape without assistance	<p>Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within 3 minutes without assistance? Yes</p>
Presence of outside contractors, visitors	<p>All contractors and visitors shall be briefed on the fire arrangements by their host</p> <p>Who is responsible for ensuring they are evacuated – fire wardens/visitors contact? Visitors' contact</p>
Specific arrangements if necessary, for high risk fire areas to the building	<p>List of areas of high fire risk</p> <p>Kitchen</p> <p>Plant room</p>
<b>Section 2: Roles and Responsibilities</b>	
Nominated Fire Officer duties and roles	<p>The site Fire Officer is the Parish Clerk Tel no 01636 613024</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensuring the fire emergency plan is maintained</li> <li>• Ensuring alarms are tested and records maintained</li> <li>• Ensuring records are maintained</li> <li>• Ensuring fire wardens are appointed (if necessary) for larger events</li> <li>• Ensuring fire safety training for all staff (including bar/cleaners - contractors) and the Village Hall Management Group</li> <li>• Be responsible for coordination in the event of a fire and implementation of this emergency plan (The Parish Clerk is not based at the hall for the majority of the time therefore this responsibility is passed on to the hirer should a fire occur when the Parish Clerk is not on site – the hirer will be briefed about the hall's fire procedure at the beginning of their booking)</li> <li>• Report fires and carry out an investigation</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct regular fire safety inspections of the building</li> <li>• Train VHMGM members to act as fire officers</li> </ul>
Nominated Fire Wardens duties and roles:	<p>Persons who hand over the building to hirers:</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Ensuring the hirer is aware of the location of all the fire exits</li> <li>• Ensuring the hirer is aware of the fire procedure</li> </ul> <p>Hirers responsibilities:</p> <p>In the event of a fire, the Hirer is responsible for:</p> <ul style="list-style-type: none"> <li>• supervising the evacuation of the building; ensuring people report to the fire assembly point(s).</li> <li>• setting off the fire alarm.</li> <li>• calling the emergency services.</li> <li>• contacting the appropriate Fernwood Parish Council Caretaker.</li> </ul>
<b>Section 3: Fire Procedure</b>	
If you discover a fire you must	<ul style="list-style-type: none"> <li>• Raise the alarm by operating the nearest fire alarm call point.</li> </ul>
If you hear the fire alarm you must	<ul style="list-style-type: none"> <li>• Assist any users/guests who need help.</li> <li>• Leave the premises by the nearest available exit, closing all doors behind you.</li> <li>• Report to one of the assembly points: <i>the carpark outside of Fernwood Day Nursery or the notice board near the bottle banks.</i></li> <li>• Do not stop to collect personal belongings or allow others to do so.</li> <li>• Do not shout or run – this may cause panic.</li> </ul>
Your responsibilities	<ul style="list-style-type: none"> <li>• You must know how to find the escape routes provided</li> <li>• You must know how to operate the fire alarm.</li> </ul>
<b>Section 4: Communications</b>	
The following people will be contacted in the event of a fire.	Caretaker 07920124745 or Emergency Contact 07919893589

Procedures for liaising with the Fire Brigade - 999	<p>The Hirer will be responsible for determining whether the fire brigade is required. If they are, they should provide the following information:</p> <ul style="list-style-type: none"> <li>• how many persons are still in the building, if any.</li> <li>• where the seat of the fire is thought to be located.</li> <li>• any additional information which might help the fire brigade.</li> </ul>
Turning off services	The shutters automatically switch off when the fire alarm goes off. Gas and electricity need to be turned off in the plant room.
Re-entering the building	Once the fire brigade has completed their investigation, and only after they have declared the building safe to re-enter, the Hirer is responsible for communicating this message to users.
<b>Section 5: Reporting and Investigation</b>	
Reporting	The Nominated Fire Officer is responsible for reporting the fire to the Village Hall Management Group through the Village Hall Management Group meeting.
Investigation	<p>The Nominated Fire Officer is responsible for completing an investigation except where the incident was serious enough to warrant a formal investigation by the Fire Brigade.</p> <p>A copy of the report must be sent to the Village Hall Management Group</p>
<b>Section 6: Fire Alarm Testing/Evacuation Practice</b>	
Fire alarms should be tested as follows:	The Caretaker will be responsible for testing the fire alarm on a weekly basis and maintaining a record of the tests in the logbook and inspections spreadsheet.
Fire evacuations shall be practised as follows:	The Nominated Fire Officer is responsible for arranging a fire evacuation practice every 6 months and recording it.