

Merry Bells Fire Emergency Plan for Short Term Hirers

November 2016

The Merry Bells management committee commissioned a third party fire risk assessment in early 2016 and received good feedback on facilities and standards currently on the premises. However, hirers and those for whom they are responsible need to be aware of how to act in case of emergency and how to use those facilities. In line with current legislation, the following are provided:

- a clear passageway to all escape routes
- clearly marked escape routes that are as short and direct as possible
- enough exits and routes for all people to escape (see room capacity in hirer contract)
- emergency doors that open easily
- emergency lighting where needed
- a smoke/fire alarm system
- sufficient fire extinguishers

It is crucial that the temporarily responsible person hiring the premises understands their duties for the duration of the event or function. Please read the following carefully -

1. Critical Information

a) What people should do if they discover a fire;

- Alert everyone else in the near vicinity and ask them to move promptly towards the nearest fire exit
- Alert the person responsible for running the event or function as soon as is possible.
- Only if it is safe to do so, take a moment to locate and use the nearest firefighting equipment (see (d) below)
- Then follow everyone else out of the room and towards the fire escape.
- As soon as it is safe to do so, the person responsible for the event or function should contact the fire service and then one of the Merry Bells management team on the numbers provided (see box below).

b) How the evacuation of the premises should be carried out;

- The person responsible for the event or function should help direct everyone towards the most appropriate fire exit(s).
- Other than in the event of a major explosion, people should move promptly but in an orderly manner, so that everyone of whatever age or ability can escape safely.
- Once everyone has gathered at the earlier agreed muster point, carry out a roll call to check that all are present.
- Wait for a member of the Merry Bells management team to arrive to further assess the situation.

- c) Identification of key escape routes;
- See building plans displayed in the Merry Bells entrance corridor, coffee room, main hall and kitchen.
- d) Arrangements for fighting fire;
- Only if it is safe to do so, in the event of a fire take a moment to locate the nearest firefighting equipment.
 - If this equipment is suitable for putting out the source of the fire (eg fire blanket for fat/oil fire in pan on stove) then carefully deploy it in accordance with the manufacturer's instructions.
 - Then follow everyone else out of the room and towards the fire escape.
- e) Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- The person responsible for the event or function must plan for the safe exit of all persons from the building before it starts.
 - This may necessitate allocating named people to assist slow moving individuals should a speedy exit be required.
 - Fire exits are all at ground level with level access to outside, so will be accessible for pushchairs and wheelchairs.
- f) How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;

In the Event of a Fire

After

1. Sounding the alarm
2. Evacuating the building
3. Calling the Fire Service on 999

please call one of The Merry Bells Management in the following order on the numbers shown:

- | | |
|-------------------|--------------|
| 1. Tim Blightman | 01865 873957 |
| 2. Julia Slade | 01865 875931 |
| 3. Paula Hood | 01865 708276 |
| 4. Neil McCormack | 01865 872341 |

Me

In the Event of a Fire

2. Emergency plan for the temporarily 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;
- what staff should do if they discover 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
- limitation on numbers of people;
- checking that all escape routes are clear of obstructions and combustibles.
- the arrangements for means of escape for disabled persons;

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

- the smoking policy;
- 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 muster points; and
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- you know exactly who is present so that you can complete a roll call in the event that your party needs to evacuate the building.
- escape routes and exits do not become blocked;
- your 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;