

## Merry Bells Fire Emergency Plan

Hirers and those for whom they are responsible need to be aware of how to act in case of emergency and how to use the 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
- Fire equipment and exits plans displayed in entrance corridor, upstairs corridor, coffee room, main hall and kitchen.

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:

- Activate the fire alarm system.
- Alert everyone else in the near vicinity and ask them to move promptly towards the nearest fire exit.
- The person responsible for running the event or function should check the hired room(s) are clear and, where possible, that no one from the event or function is in the toilets, then exit through fire exit.
- 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).
- 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 muster point, if possible, carry out a roll call to check that all are present.

*(Muster points are: In front of Post office when exiting from Ground Floor. In front of Identity Hair when exiting through Library)*

- Wait for a member of the Merry Bells management team to arrive to further assess the situation.

c) 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.
  - Check equipment is suitable for putting out the source of the fire, then carefully deploy it in accordance with the manufacturer's instructions.
  - Then follow everyone else out of the room and towards the fire exit
- d) 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 the event starts.
  - This may necessitate allocating named people to assist slow moving individuals should a speedy exit be required.
  - Fire exits on the ground floor are accessible for pushchairs and wheelchairs. (Wheelchair in entrance lobby is available to help with evacuation)

**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 until you have spoken to someone:**

- 1. Tim Blightman      01865 873957**
- 2. Ian McGregor      01865 873551**
- 3. Julia Slade          01865 875931**
- 4. Fay Fox              01865 873996**
- 5. John Guy             01865 428362**

## 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 event/function attendees 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 your part of the premises and toilets 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 and exits 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 no smoking policy
- who is supervising and how to identify them
- location of exits and escape routes
- do not delay to go to collect belongings
- the location of muster points
- what will happen after evacuation

During the event or function you should ensure that:

- where practical you know who is present so that you can complete a roll call if your party needs to evacuate the building
- escape routes and exits do not become blocked
- no 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

April 2023