Merry Bells Fire Emergency Plan

The Merry Bells Village Hall, 89 High Street, Wheatley, Oxford, OX33 1XP

Hirers, office tenants, and those for whom they are responsible need to be aware of how to act in case of emergency.

The Merry Bells is fitted with an automatic fire alarm and emergency lighting system for your safety. **As there are no permanent staff on-site during hires, hirers, office tenants and those responsible for groups must ensure that everyone for whom they are responsible knows what to do in an emergency and can evacuate safely.**

Before Your Event or Workday Starts:

- **Familiarise Yourself with Exits:** Locate the main front entrance and the rear fire exits (serving the main hall, seating area, and kitchen). Exit plans are displayed in the entrance corridor, upstairs corridor, coffee room, main hall, and kitchen.
- **Check Room Capacities & Access:** Ensure occupancy does not exceed 100 persons in the main hall (80 if seated at tables) and 20 persons in the meeting room. Check that all escape routes and external gates are unlocked and clear before use, and keep them clear and available throughout your occupation.
- **Brief Your Group:** Make sure guests, colleagues, and anyone assisting people who may need help evacuating know the escape routes and that the Fire Assembly Point is outside the Post Office on High Street.
- **Evacuation Assistance:** Anyone who may need assistance to evacuate should have appropriate arrangements made before the event or workday starts. Hirers and office tenants are responsible for ensuring that people for whom they are responsible can evacuate safely, including making any necessary individual evacuation arrangements. Office tenants should put a Personal Emergency Evacuation Plan (PEEP) in place where required.

At All Times:

- **Keep Escape Routes Clear:** Ensure that the hall, stairs, and corridor areas are kept completely free from obstruction or flammable items.
- **Keep Fire Doors Closed:** Ensure that doors marked “Fire door” and doors opening onto halls, stairs, and landings are kept closed.
- **Electrical & Kitchen Safety:** Unplug non-essential electrical items when finished, and ensure kitchen appliances are switched off after use.
- **No Smoking:** Smoking and vaping are strictly prohibited inside the building.
- **Report Faults:** Notify management immediately if you notice a fault with the system or experience nuisance alarms. Routine weekly alarm testing takes place every Friday between 12:00 PM and 1:00 PM. If you hear the alarm, evacuate unless you have been specifically informed that a test is taking place. If there is any doubt, evacuate immediately.

Do Not:

- **DO NOT** bring into the building any form of portable radiant heater, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).
- **DO NOT** tamper with smoke or heat alarms, or fire extinguishers, in the building.
- **DO NOT** prop or wedge open any fire doors.
- **DO NOT** attempt to tackle or fight a fire.

In the Event of a Fire

1. If the fire alarm has not already been raised, operate the nearest red fire alarm call point immediately, provided it is safe to do so.

2. Leave the building immediately by the nearest safe exit (closing doors behind you if safe to do so).

3. Move to the Fire Assembly Point outside the Post Office (High Street). Stay there and do not obstruct access.

4. Call the Fire Service on 999 from a safe place outside. Give the address: The Merry Bells, 89 High Street, Wheatley, Oxford, OX33 1XP.

5. Do not stop to collect personal belongings, and do not take any risks.

6. Do not return to the building until authorised to do so by the Fire & Rescue Service.

Once outside and safe, please call The Merry Bells Management on: 07427 343 080

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