

Birds Edge 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 that the Birds Edge Village Hall can be safely evacuated.

Section 1: Premises Information

| | |
|---|--|
| Site Name: | Birds Edge Village Hall |
| Address of the premises with respect to which this Fire Emergency Plan relates: | Penistone Road Birds Edge Huddersfield HD8 8XT |
| Occupier of the premises: | Birds Edge Village Hall Management committee |
| The use or uses of the 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"> • Audible – type of sound Siren • Links to /Fire Brigade No <p>Emergency lighting Yes</p> <p>Fire suppression</p> <ul style="list-style-type: none"> • Sprinklers No • Gas No • Fire extinguishers Yes |
| The number of people likely to be present (staff, public etc) and their location: | <p>Up to 140 members of the public are likely to be present throughout the building.</p> <p>A number of other third parties, building contractors (from time-to-time) are likely to be found in the building.</p> |
| Persons who are especially at risk: | <p>Is there normally someone onsite who is especially at risk? Yes</p> <p>Personal emergency evacuation plan for disabled people / those with special requirements will be conducted for individuals</p> |
| Ability of people present to escape without assistance: | Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within three minutes without assistance. Yes |
| Presence of outside contractors, visitors: | <p>All contractors and visitors shall be briefed on the fire arrangement 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 fire risk areas of the building: | <p>List areas of high fire risk</p> <p>Kitchen</p> <p>Boiler room</p> |

Section 2: Roles and Responsibilities

| | |
|--|---|
| Nominated Fire Officer duties and roles: | The site Fire Officer is the host of the event or a designated member of the village hall committee Tel no 01484 606533 or 01484 604289 . |
|--|---|

| | |
|--|--|
| | <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring fire emergency plan is maintained. • Ensuring alarms are tested and records maintained. • Ensuring records are maintained. • Ensure fire wardens are appointed (if necessary) for larger events. • Be responsible for co-ordination in the event of a fire and implementation of this emergency plan. • Report fires and carry out an investigation. • Conduct regular fire safety inspections of the building |
| Nominated Fire Wardens duties and roles: | <p>Persons may be appointed as Fire Wardens and larger or more hazardous events:-</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Clearing their designated area of all personnel. • Reporting their area is clear to the Nominated Fire Coordinator at the fire assembly point. |
| Section 3: Fire Procedure | |
| If you discover a fire you must: | <ul style="list-style-type: none"> • Raise the alarm by operating the nearest fire alarm call point. • Assist any personnel who need help. • Inform the Nominated Fire coordinator. |
| If you hear the fire alarm you must: | <ul style="list-style-type: none"> • Assist any personnel who need help • Leave the premises by the nearest available exit, closing all doors behind you. • Report to the assembly point at: The sundial in memorial garden (adjacent to the hall in front of the school) • Do not stop to collect personal belongings. • Do not shout or run - this may cause panic. |
| Your responsibilities: | <ul style="list-style-type: none"> • You must know how to find the escape routes provided. • You must know how to operate the fire alarm. |
| Section 4: Communications | |
| The following personnel will be contacted in the event of a fire | Carole Ashley 01484 606533 or Roz Mears 01484 604289 |
| Procedures for liaising with the Fire Brigade: | <p>The Nominated Fire Coordinator will be responsible for determining whether the fires brigade is required. If they are they should provide the following information:</p> <ul style="list-style-type: none"> • how many persons are still in the building, if any. • any dangerous substances stored in the building that are likely to become involved • where the seat of the fire is thought to be located; and • the best route to get to trapped persons or the seat of the fire |
| Turning off services: | The Nominated Fire Coordinator is responsible for understanding how to |

| | |
|--|---|
| | turn services off to the building and coordinating this with those competent to do so. |
| Re entering the building: | The Nominated Fire coordinator will be responsible for communicating the all clear when the Fire Brigade have undertaken their investigation in to any fire alarm |
| Section 5: Reporting and Investigation | |
| Reporting: | The Nominated Fire Coordinator is responsible for reporting the fire to the committee through the Birds Edge Village Hall Management Committee Meeting. |
| Investigation: | The Nominated Fire Coordinator is responsible for completing an investigation. A copy of the form must be sent to the Birds Edge Village Hall Management Committee |
| Section 6: Fire Alarm Testing / Evacuation Practice | |
| Fire alarms shall be tested as follows: | The Nominated Fire Coordinator will be responsible for testing the fire alarm on a weekly basis and maintaining a record of the tests a Log Book. |
| Fire evacuations shall be practised as follows: | The Nominated Fire Coordinator is responsible for arranging a fire evacuation practice on an annual basis and recording it |