

LEVENS VILLAGE HALL (Charity No. 1192940)

Fire Emergency Evacuation Plan & Fire Procedure

The aim of this plan is to ensure that, in the event of a fire, everyone who is potentially at risk is suitably briefed and sufficiently familiar with the action they should take in the event of a fire to ensure that the Levens Village Hall can be safely evacuated.

The Fire Evacuation Strategy: to ensure that emergency evacuation routes are defined, maintained at all times and, in the event of fire, are accessible by everyone using the Village Hall.

1. Premises Information

Site name	Levens Village Institute	
Address of the premises with respect to which this Fire Emergency Plan relates	Lowgate Levens LA8 8NL	
Occupier of the Premises	Levens Village Hall Trustees (hereafter named The Trustees)	
The use or the uses of the premises covered by the Fire Emergency Plan	Events, meetings, activities and social gatherings	
Fire warning/suppression arrangements	<p>Is there a fitted alarm system?</p> <p>How is the alarm raised?</p> <p>Is there Emergency lighting?</p> <p>Are there sprinklers?</p> <p>Is there a gas suppressions system?</p> <p>Are there fire extinguishers?</p>	<p>Yes. There are number of smoke and heat alarms located throughout the building. These are wirelessly linked to ensure simultaneous activation on detecting a fire</p> <p>The sounding of the linked smoke and heat alarms or by shouting "FIRE"</p> <p>Yes</p> <p>No</p> <p>No gas supply to premises</p> <p>Yes, checked annually</p>
The number of people likely to be present and their location	Up to 185 people can be present throughout the building. (Main Hall up to 100 standing/65 seated; Lower Hall up to 85 standing/50 seated)	

	A number of other third parties, building contractors from time to time are likely to be found in the building.	
Persons who are especially at risk	<p>Is there a likelihood that events may include persons who are especially at risk?</p> <p>If these have been identified, has the risk assessment procedure, completed by the Hirer, identified them and how they will be evacuated?</p>	<p>Yes</p> <p>Yes, the fire safety risk assessment considers the requirements of all vulnerable groups likely to be present in the Hall. These requirements must also form part of any Hirer's Risk Assessment.</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	All contractors and attendees will be briefed on the fire arrangement by the Hirer for that group event/activity. They must also identify the person who will be responsible for ensuring that all members have evacuated.	
Specific arrangements, if necessary, for high fire risk areas of the building	The risk of fire and consideration of all necessary or relevant safeguards and controls are evaluated in the Fire Safety Risk Assessment.	

2. Roles and Responsibilities

Fire Safety Officer	<p>The Fire Safety Officer is the appointed as H&S Trustee.</p> <p>The Fire Safety Officer's responsibilities include:</p> <ul style="list-style-type: none"> • Undertake and maintain a suitable and sufficient Fire Safety Risk Assessment in accordance with the requirements of all relevant legislation • Establish and maintain the Fire Emergency Evacuation Plan and Fire Procedure • Ensuring alarm system is tested and recorded in accordance the requirements of the Fire Safety Risk Assessment • Ensure emergency lighting is tested and recorded in accordance the requirements of the Fire Safety Risk Assessment
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	<ul style="list-style-type: none"> • Ensure details of any fire event are recorded and are shared with the Trustees • Undertake investigation of any fire event, including near misses, as directed by the Trustees • Conduct regular fire safety inspection of the building
Responsible Person (the Hirer)	<p>The Hirer is responsible for compliance with the requirements of this plan throughout the period of the hire</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> • Ensure all persons on the premises throughout the period of the hire are briefed on the requirements of this plan • Identify any individuals or groups who may require assistance to safely evacuate in the event of a fire. To make all necessary arrangements to provide such assistance. • Ensure that a discrete risk assessment is carried out if the size of the event or the nature of the activities undertaken during the hire represent hazard to safety, including fire safety. Any such risk assessment must be approved by the Fire Safety Officer • Ensure fire wardens are appointed for large events, if deemed necessary by risk assessment • Be responsible for co-ordination in the event of a fire and implementation of this emergency plan • Call 999 and request attendance of Cumbria Fire and Rescue Service in the event of a fire • Conduct a roll call of all evacuated persons at the Assembly Point against a list of those known to be present in the building. Identify any missing persons to Cumbria Fire and Rescue • Report and fire related events (including near misses) to the Fire Safety Officer
Nominated Fire Wardens	<p>Persons may be appointed as Fire Wardens by the Responsible Person for larger events which have been identified as posing greater risk through Risk Assessment carried out by the Responsible Person</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> • Clearing their designated area of all persons • Reporting their area as clear to the Responsible Person at the fire assembly point

3. Action on Discovering a Fire:

It is the duty of every person on discovering a fire to alert all other persons on the premises by shouting "FIRE", the linked smoke and heat alarms will also sound throughout the build.

On discovering a fire you should only attempt to fight the fire with a suitable handheld extinguisher if you are confident in the use of the relevant extinguisher and you can do so without putting your own safety or the safety of others at risk.

4. Simultaneous Evacuation

On hearing the fire alarm, or on being alerted to the presence of a fire, everyone will immediately make their way to the nearest fire exit using the emergency evacuation routes defined in this plan, closing all doors if possible. Once outside everyone will safely move away from the building, taking care when crossing roads, and assemble at the Assembly Point.

The Assembly Point is located at the front of Levens Village Shop. The Responsible Person will undertake a roll call of all persons evacuated from the premises and identify any missing persons for onward communication with Cumbria Fire and Rescue. Do not leave the Assembly Point until the responsible person has completed the roll call to ensure that everyone has been accounted for or declared missing.

5. Emergency Evacuation Routes

Emergency evacuation routes are shown on Village Hall Plans at Figures 1 and 2. In summary, the emergency evacuation routes from the main hall and kitchen use either the main entrance, the disabled persons entrance/exit or down the stairs to the lower floor and exit via the lower entrance hall door. The emergency evacuation routes from the lower floor use the lower hall exit door or the fire exit door in the Lower Hall.

6. Alerting the Emergency Services

Any person discovering a fire may call 999 and alert the emergency service. However, it is the responsibility of the Responsible Person for ensuring that emergency service have been notified. If in doubt call again!

IMPORTANT: The village hall does not have a landline telephone and occupants will have to use their own, or some else's personal mobile phone to call the emergency services.

7. Fire Evacuation Route Plan

The Villager Hall has maximum safe occupancy numbers as defined above. The Emergency Evacuation Routes defined in this plan are suitable and sufficient to ensure safe evacuation of these numbers in the event of a fire. However, it is possible that the internal layout of furniture (chairs and tables) and other equipment could impede these routes and increase the risk of harm to individuals. Consequently, the Responsible Person will ensure that the internal layout of furniture and equipment within the premises will adhere to the following principles:

- When not in use all furniture (table and chairs) will be stacked and stored in their designated storage locations. No furniture or equipment will be placed in front of any emergency exit doors or within 1m of any emergency exit doors.
- The layout of table and/or chairs in either Hall will allow for 1m wide clear access/egress route through the centre or around the outside to ensure safe evacuation.
- The layout or any other furniture, trade stands, etc. should allow for 1m wide clear access/egress route through or around to ensure safe evacuation.

8. Fire Evacuation Route Plans

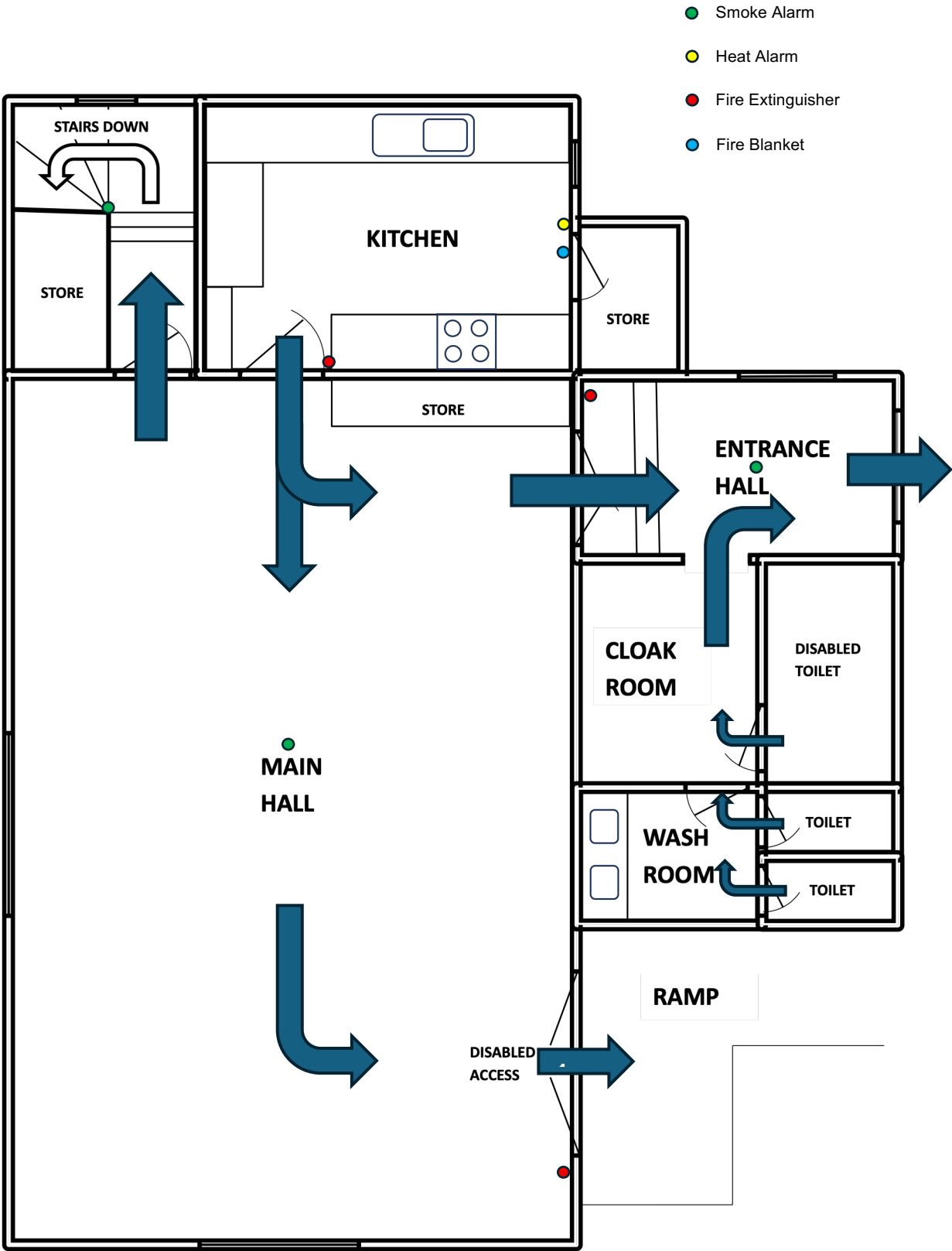


Figure 1: Upper Floor Evacuation Routes

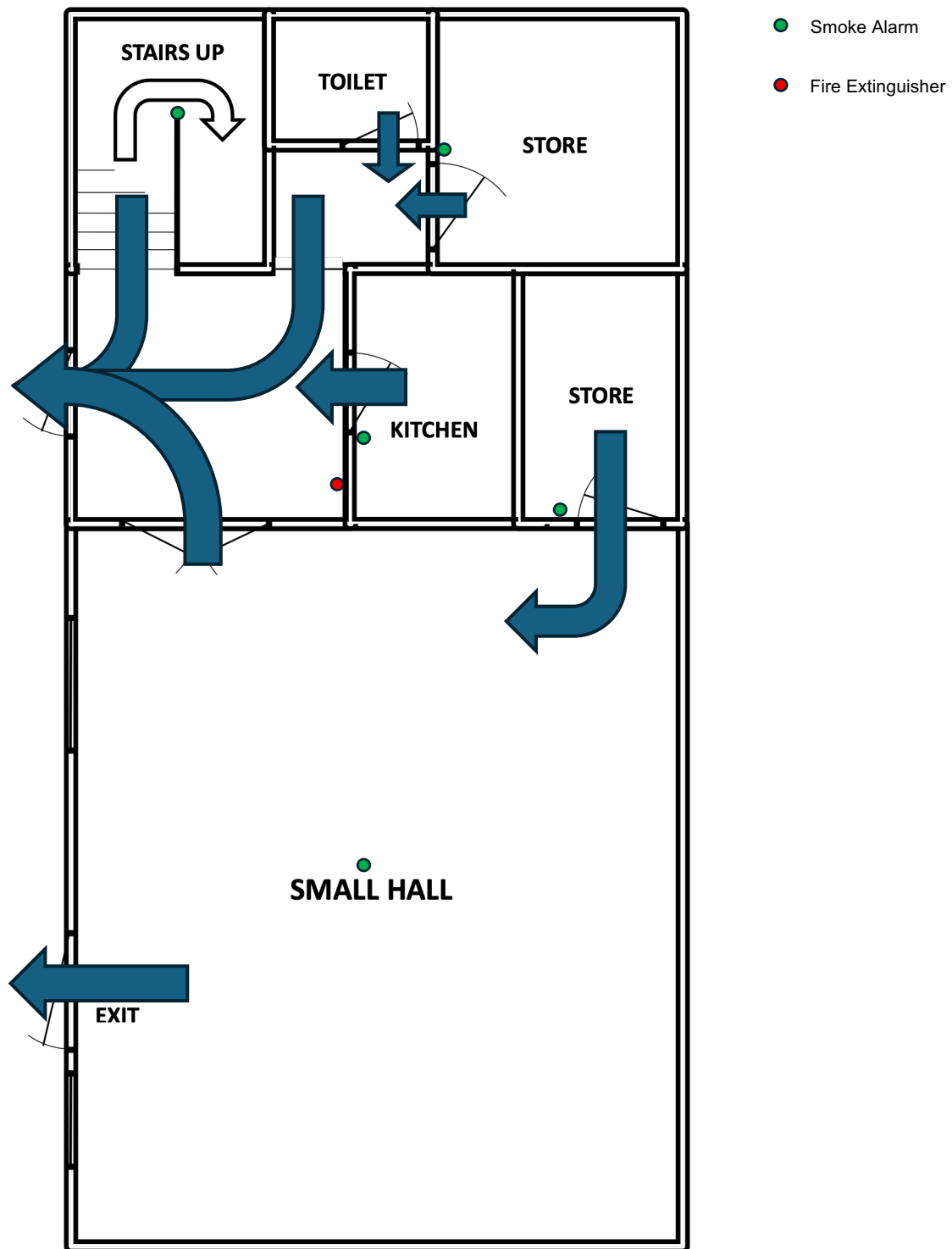


Figure 2: Lower Floor Evacuation Routes