

GASKELL HALL - FIRE EMERGENCY PLAN

YOU, THE HIRER, ARE THE 'RESPONSIBLE PERSON'

To be ready to take control during any incident.
Your priority is always lives and not the building.

BEFORE THE EVENT:

- Check exit routes are clear.
(Main door, Green Room door, Side door, lower kitchen door)
- Check location of fire safety equipment:
 - 8 Fire extinguishers (NOT to be used for liquid or electrical fires) at:
 - All 3 main doors
 - Both sides of stage
 - Upper kitchen
 - Projection Room door
 - Boiler Room
 - CO₂ Fire extinguishers in both kitchens to be used for liquid and electrical fires
 - Fire blanket in kitchen by cooker in upper kitchen
- If bringing any electrical equipment, check it has been PAT tested
- Inform helpers on evacuation routes, and advise to take note of any users who may need help with evacuation, and warn everyone that the lift must not be used in the event of a fire.
- Draw attention to FIRE ACTION notices and where to direct people to the fire assembly point (side of Butchers' shop)
- Do not allow cars to block the route around the back of the hall to leave space for Emergency vehicles, or to block the side door to the car park .

IN THE EVENT OF A FIRE:

- Sound the alarm on the box inside main hall door
- Take control with loud, clear instructions to evacuate through nearest exit and assemble at side of Butchers' shop.
- Dial 999 for the Emergency Services. There is no phone in the hall so have a mobile available.
- Do not use the lift.
- Only if safe, check all rooms have been evacuated.
- Do not take risks.
- Use emergency equipment if necessary using instructions given.
- Do not allow anyone to return into the building
- Contact a member of the Committee. Numbers are on the outside noticeboard

