

# FIRE

## OTTERTON VILLAGE HALL EMERGENCY EVACUATION PLAN

**The 'Hirer' is deemed the 'Responsible Person' and is designated as the person in charge of the Hall during your hire period.**

It is advisable for the **'responsible person'** to take note of the name of everyone attending your event.

1. In the event of a Fire, the **'responsible person'** will instruct all persons to leave the building using the nearest Emergency Exits.
2. Any disabled persons will be escorted by able-bodied persons designated by the Hirer.
3. All attendees should be directed to the Hall's fire assembly point, which is located opposite in the car park of the Kings Arms.
4. Call the Fire Service. If unable to use a Mobile Phone, there is a telephone in the Community Shop, Hair @ 57 or the Kings Arms.

**Dial 999** and give the Hall's address:-

Ottertton Village Hall, Fore Street, Ottertton, BUDLEIGH SALTERTON, EX9 7HB. (What3Words: magic.triangle.masterpiece)

5. The **'responsible person'** should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc., under any circumstances.
6. On the arrival of the Fire Service, the **'responsible person'** should confirm to the Officer in Charge, that a roll call has taken place and all persons are safe, or should inform them of anyone who is missing and their last known position.
7. Attempts to extinguish the outbreak of the fire should only be carried out if it is considered safe to do so. If there is any doubt, get out of the building.
8. After all of the above has been carried out, please call the Chairman Richard Whitherby on 07989 432423 or the Hall Booking Clerk on 07914 591390.
9. All incidents, however small must be reported to one of the above persons.