Presteigne Memorial Hall Evacuation Procedure

The information of what to do in the event of fire must be known and understood by everyone

involved in the running, maintenance and hiring of these premises. The risk of fire ignition is

low, but should fire happen the consequences of not following procedure could be disastrous.

The Fire Evacuation Strategy: is to ensure that emergency evacuation routes are defined,

maintained at all times and in the event of fire are accessible by everyone using the Memorial

Hall.

Every hirer of the Memorial Hall, particularly those using chairs and tables or any other objects that could obstruct an emergency evacuation route must be familiar with the various layout requirements to provide and ensure compliance at all times during their hire period.

**Action on Discovering a Fire:**

It is the duty of every person on discovering a fire to sound the nearest Fire Alarm immediately.

**Simultaneous Evacuation:**

- On hearing the fire alarm everyone will immediately make their way, using the emergency

evacuation routes to the nearest fire door and away from the building to a place of safety.

Assembly Point is on the lawn.

- Emergency evacuation routes from the main hall use either the main entrance or one of

the two side emergency exit doors, but NOT via the kitchen or the committee room.

- People in the kitchen, committee room, toilets or store room should exit by the nearest

emergency exit directly to the outside and only go into the main hall to exit if there is no

safe evacuation route directly to the outside.

**Call the Fire Brigade:**

The person activating the fire alarm, even if not the responsible person for the event should

check to ensure that the Fire Service have been called and if in any doubt to call the Fire

Brigade themselves.

The contact numbers will be displayed on the wall alongside the fire alarm activation point(s).

IMPORTANT: The village hall does not have a landline telephone and occupants will have to

use their own, or someone else’s personal mobile phone to call the emergency services.

**Assembly Points & Roll Call:**

The Assembly point is just outside the hall beneath the lamppost indicated by the Assembly Point sign

Roll call will be conducted by the responsible person.

Do not leave the Memorial Hall grounds until the responsible person has completed the roll call to ensure that everyone is out of the building.

The Responsible Person at each hiring event must know the number of people in the building

and keep emergency services informed when everyone is safely out of the building.

**Fire Escape Routes Plan:**

- The Memorial hall has maximum safe occupancy numbers and emergency evacuation routes defined for each of the FOUR typical layouts used by hirers.

- Layouts can be varied, but the Responsible Person must ensure that the maximum

occupancy numbers are not exceeded and that their layout of tables and or chairs if used,

complies with this Fire Emergency Evacuation Plan and maintains the necessary emergency

evacuation routes to ensure the safety of everyone at their event.

**Evacuation Plans Based on Layout:**

Below are Fire Emergency Evacuation Routes based on FOUR typical layouts used at the village hall.

1. **Main hall Standing only XXXX people**

All chairs and tables must be stored in the store room or stacked around the extremity of the

main hall, away from the fire exits, so as not to obstruct an emergency evacuation.

Main hall standing/walking with tables used for display/retail purposes.150 people

- A 1m wide gangway must be maintained along both sides of the main hall and a 2m wide

gangway across the hall at the main doors end and between the two side fire doors.

- Tables typically arranged in four rows along the length of the hall with a 2m gangway

between row 1 & 2 and rows 3 & 4 for visitors walking and between rows 2 & 3 for stall

holders to stand.

- The only table across the hall would be on the kitchen side of the 2m wide gangway across

the hall between the fire exits, creating a 2m wide circular emergency evacuation route

for walking visitors with access to all fire exits.

- Stall holders would evacuate along the length of their table rows (open both ends) into

the 2m wide walking emergency evacuation route.

1. **Main hall seated with chairs in rows (theatre style).. 150 people**

- A 1m wide clear gangway must be maintained around the outside edges of the main hall

to form part of the emergency evacuation route.

- Chairs must be linked together in straight parallel rows across the hall, with a minimum

50cm gangway between the rows (between the front of one seat and the back of the

chair in front). No more than 12/14 chairs to be joined together in a single row across the

hall, or 2 rows each of 7/8 chairs with a 1m wide gap between the rows.

- The gap between all of the rows must be aligned to create a 1m wide emergency

evacuation route down the middle of the hall.

1. **Main hall seated at tables (eating or games).........................................................90 people**

- A 1m wide clear gangway must be maintained around the outside edges of the main

hall to form part of the emergency evacuation route to the emergency exits.

- The table and chair layouts can vary, BUT there must always be a minimum 50cm gap

between the back of the chairs around each table (measured when chairs are pulled out

to seat people), to form part of the emergency evacuation route.

IMPORTANT: Designating space as a dance floor area up-to a maximum 4m x 9m across one end of the main hall will reduce the maximum safe occupancy numbers to 80 people

1. **Main hall class or activity group**

**Kitchen Evacuation Plan:**

Evacuation from the kitchen should primarily be directly to the outside via the marked fire exits

NB Re-entry to the main hall should only be used to access a fire exit if it is unsafe to access

the via the kitchen and or the lawn side lobby door.

Fire Emergency Evacuation Routes based on TWO typical layouts used at the memorial hall.

Dining area seated with chairs in rows. 40 people

- A 1m wide clear gangway must be maintained around the outside edges of the room to

form the emergency evacuation route to the fire exit.

- Chairs must be linked together in 5 parallel rows of 8 chairs, with a 50cm wide gangway

between the rows (measured between the front of each seat and the back of the chair in

front).