

TAVERHAM VILLAGE HALL EMERGENCY ACTION PLAN FOR HIRERS

As a hirer of these premises, you have legal duties regarding the safety of the people who attend the meetings and events of your group or organization.

You should make sure that you know:

- what to do if there is a fire.
 - how to warn people.
 - how to evacuate people safely.
 - arrangements for contacting the emergency services.
- the emergency escape routes from the premises (bearing in mind that there are some which you would not normally use but might need to in an emergency).
- the safe place outside the building where people should assemble following an evacuation, so that you can check that everyone is accounted for.

You need to decide for your own group or organization:

- who will be responsible for specific actions such as contacting the emergency services, checking all rooms and toilets to make sure that no-one is left on the premises, etc.
- how you will make sure that any people with disabilities are helped from the Premises.
- how you will deal with people, especially children, once they have left the Premises.

Everyone who attends your meetings and events should be made aware:

- that there is no smoking allowed anywhere on the premises.
- how the alarm will be raised if a fire is discovered.
- who will take charge in the event of an emergency.
- where the emergency exits are located.
- where to assemble once they have left the building.
- that, in the event of an emergency, they should not stop to collect belongings and must leave immediately.

When your group or organization is using the premises, you are responsible for ensuring that:

- all escape routes and exits are kept clear.
- the no smoking policy is obeyed.
- no naked flames are started e.g. candles.

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