

Fire Evacuation Plan

The Stenning Hall, Horn Lane, Hallaton, LE16 8UG

YOU, THE HIRER, ARE THE "RESPONSIBLE PERSON". At all times when the Stenning Hall is in use, the RESPONSIBLE PERSON must be in charge and ready to take control of any incident. Please read and become familiar with these instructions. Your priority is always lives and not the building!

BEFORE YOUR EVENT/ACTIVITY STARTS

- Check exit routes are not blocked (for example, by tables or chairs).
- Check that all exits doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.
- Check that the fire extinguishers are clearly visible.
- Check that no "doubtful" looking electrical equipment or extension leads have been brought into the hall. All equipment in the hall is PAT tested; if you bring electrical equipment into the hall, you must provide proof of relevant PAT testing. The hirer must ensure that the electrical system at the premises is not overloaded.
- Check that no decorations have been hung so that they could fall down and obstruct a fire exit. No lights or decorations should be hung from or fixed to the curtains or fixtures.
- Check that the emergency fire exit lights are switched on.
- Check that there is no obvious fire hazard in, or near, the building.
- Make sure that you know the location of the Fire Assembly Point. This is at the end of Horn Lane (on Eastgate) next to the bus stop.
- Smoke and/or dry ice machines are not permitted in the hall.
- No stage scenery, costumes, gym mats or other equipment may be stored in the Stenning Hall without prior permission from the Trustees.

DURING YOUR EVENT/ACTIVITY

- Watch that fire exit routes do not become obstructed
 - Brief disabled or vulnerable people and/or their helpers on the evacuation routes. In case of emergency, disabled or vulnerable persons will be escorted by able-bodied persons designated by the hirer.
 - Make sure that no vehicle obstructs the main entrance, fire exits and that emergency vehicles have a clear access route to the hall.
 - Ensure that nothing likely to cause a fire is taking place!
 - Be vigilant of any smells of burning or a gradual build-up of smoke.
 - Ensure that the number of people in the hall does not exceed the figures shown below:
 - Standing 100
 - Seated in rows 90
 - Seated at tables 60
- The maximum number permitted in the Meeting Room at any one time is 10. The maximum number permitted in the Snooker Room at any one time is 20.
- Ensure that the no smoking ban is enforced.

AFTER YOUR EVENT/ACTIVITY

- Check that heaters and cookers are turned off.
- Check that all electrical appliances are turned off and unplugged.

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- Turn out all lights.
- Close all internal doors.
- Secure all outside doors and windows, paying particular attention to the disabled exit.
- Dispose of litter in the bins provided.

IN THE EVENT OF A FIRE (Emergency Plan)

- Take command – give loud and clear instructions to evacuate the building immediately, to gather at the Fire Assembly Point on Horn Lane/Eastgate by turning left when exiting the building, and to wait for you. Do not stop to collect personal belongings.
- Ring the fire bell (outside the kitchen door downstairs and on the landing upstairs).
- Dial 999 and request attendance by the Fire Service. There is no phone at the Stenning Hall so a mobile phone should be used. If you are unable to obtain a signal, ask a neighbour if you can use their landline; there is a telephone box on High Street. Give your name, name of building, building address (as detailed above), contact number and details of fire.
- In a calm and orderly manner, check every room that it is safe to enter (including toilets), to ensure that everyone has left the hall. Make sure that all doors are closed off on way out.
- Check that the rear outside area is clear of any people if the patio doors have been opened.
- If safe to do so, electrical mains and gas supplies should be switched off before leaving the building.
- Fire extinguishers should only be used where the hirer has received training and feels confident in their use or where it is deemed safe to do so, ie there is a clear means of escape and/or the fire is small. **Personal safety always takes priority and, if in any doubt, no-one should attempt to extinguish a fire.**
- Once outside at the Fire Assembly Point, check everyone is accounted for.
- Check that the lane and area around the hall is clear for the emergency vehicles. Do **NOT** allow people to congregate in the road to avoid collision with an emergency vehicle; they should move to the Fire Assembly Point and wait on the pavements.
- Send two people to act as guides for the emergency services – one at either end of Horn Lane.
- Liaise with Officer in Charge, upon arrival of the Fire Brigade.
- Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- Contact a Trustee or HIST staff member on the numbers below:
Trustee: **01858 555228**
Premises Officer: **07759 852147** or **07929 977231**
Clerk: **07399 326889**

Key Escape Routes:

- a) Front door (leading to Horn Lane)
- b) Disabled access door (leading to Horn Lane)

Fire Assembly Point:

Reached by turning left after leaving the Stenning Hall and walking to the top of Horn Lane (to the village hall sign at Eastgate).