**Kegworth Village Hall**

**Fire Safety Guidance and Emergency Plan**

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| Emergency Evacuation Plan for | Kegworth Village Hall |
| Premises address | Nottingham Road, Kegworth, DE74 2FH |
| Plan Date | 30/06/2020 |
| Review Date  | 01/03/2023 |

**In case of Emergency** - Please ensure you have a working, fully charged mobile phone present at your event/booking. Kegworth Village Hall does not have a telephone available for public use.

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| **Raising the Alarm -** In the event of a fire beginning: **Take Command!**  |
| * Shout ‘Fire’ loudly and clearly.
* Trigger the Fire Alarm as soon as possible by pressing the nearest available Fire Alarm Breakpoint firmly (see map).
* Give loud and clear instructions and tell everybody to:

Immediately evacuate the building using the nearest available exit; and to gather in the corner of the car park next, to the tennis court and cricket ground fences (see map).* Call the Fire Brigade – Dial 999 and give the address above.
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| **Fire Alarm Sounding -** On hearing the alarm the hirer should: **Take Command!**  |
| * Give loud and clear instructions and tell everybody to:

Immediately evacuate the building using the nearest available exit; and to gather in the corner of the car park, next to the tennis court and cricket ground fences (see map)* Ensure all members of your event/party are accounted for and present at the assembly point.
* Stay at the assembly point and await further instructions.
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| **Exits & Escape Routes (see map)** |
| Main Hall * Door at the back of the Main Hall is operated by a crash bar.
* There are double push doors leading from Main Hall into the Foyer.
* Main Hall Entrance door is operated by a crash bar*.*
* There is a single push door that leads past the kitchen into the corridor. This leads to the Community Entrance Foyer which has double exit doors. The left-hand door, if locked, can be unlocked by turning the locking mechanisms anti-clockwise. The right-hand door can be unlocked by flipping the locks at the top and bottom on the inner edge of the door.

Stage and Bar Room* If people are using the stage when an evacuation takes place, with your back to the Main Hall there is a short flight of stairs which leads to a double door into the Bar Room/Pre-School Room. Turning right out of the double doors there is a Fire Exit to the right. These doors open with a crash bar and give access to the Bar Room/Pre-School outdoor area. The gates here are not locked and can be pushed open.

Meeting Room * The single door nearest to the Main Hall kitchen is pulled into the room. This door is not locked and leads to the corridor. Turning right, will lead to a single door that is not locked and leads into the Main Hall.
* Door at the back of the Main Hall is operated by a crash bar.
* There are double push doors leading from Main Hall into the Foyer.
* Main Hall Entrance door is operated by a crash bar*.*
* The single door nearest to the Community Entrance Foyer is pulled into the room and leads to the double exit doors. The left-hand door, if locked, can be unlocked by turning the locking mechanisms anti-clockwise. The right-hand door can be unlocked by flipping the locks at the top and bottom on the inner edge of the door.

Community Room * The double doors that lead into the Community Room are not locked. These can be pushed open.
* Exit should then be made through the doors in the Community Entrance Foyer which has double exit doors. The left-hand door, if locked, can be unlocked by turning the locking mechanisms anti-clockwise. The right-hand door can be unlocked by flipping the locks at the top and bottom on the inner edge of the door.
* At the back of the Community Room there are double doors that unlock using a crash bar.
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| **Fire Assembly Point (see map)** |
| * Direct people towards the Fire Assembly Point: This is located at the corner of the car park next to the tennis court and cricket ground fences.
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| **Fighting Fires – Extinguisher Use** |
| * Fire extinguishers should only be used by people who are trained, competent and confident to do so. Always have clear escape route. Only tackle a small fire and never if flames are larger than the height of the person.
* **Personal safety always takes priority and, if any doubt, you should not attempt to extinguish a fire.**
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| **Location of Fire Fighting Equipment & Fire Alarm Breakpoints (see map)** |
| Main Hall Entrance/Foyer* Foam Extinguisher
* Fire Alarm Breakpoint

Main Hall - Located by the Fire Exit on the back wall, opposite end to the stage;* Foam Fire Extinguisher
* Fire Alarm Breakpoint

Main Hall Kitchen* Carbon Dioxide Extinguisher
* Fire Blanket

Main Hall Stage Steps* Carbon Dioxide Extinguisher

Community Entrance/Foyer* Carbon Monoxide Extinguisher
* Foam Extinguisher
* Fire Alarm Breakpoint

Community Room - Located next to the kitchen;* Fire Blanket
* Foam Fire Extinguisher
* Carbon Dioxide Extinguisher
* Fire Alarm Breakpoint

Community Room - Located next to the Fire Exit at the far end;* Foam Fire Extinguisher
* Carbon Dioxide Fire Extinguisher
* Fire Alarm Breakpoint

Bar Room/Pre-School Room* Foam Fire Extinguisher
* Fire Blanket
* Fire Alarm Breakpoint
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