**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 |