

ST. MATTHEW'S CHURCH HALL

EMERGENCY PLAN

As the responsible person for the hire of the Church Hall you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the hire commences you should be aware of:

- what fire protection systems are present
- how a fire will be detected;
- how people will be warned if there is a fire;
- what event supervisors should do if they discover a fire;
- how the evacuation of the premises should be carried out.
- where people should assemble after they have left the premises and procedure for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fires;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue services on their arrival and notifying them of any special risks e.g. the location of highly flammable materials;
- what instructions event assistants need and the arrangements for ensuring that suitable instruction is given;
- the safe limitation of numbers of people attending;
- any locks which need releasing from fire exits; and
- checking that all escape routes are clear of obstructions and combustibles.

Before the event or function you should decide;

- the arrangements for fighting fires;#
- the arrangements for means of escape for disabled persons;
- the duties and identity of assistants/helpers who have specific responsibilities if there is a fire;

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- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- how you will proceed if the fire safety systems are out of order e.g. fire detection and alarm systems or smoke control systems;
- who will be responsible for calling the fire and rescue services and any other necessary services;
- who will meet the fire and rescue services on their arrival and notifying them of any special risks e.g. the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children

At the start of the event or function you should notify all those present about:

- the NO SMOKING POLICY in the Church Hall and Hall grounds
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of the muster points; and roll call procedures
- what will happen after that (e.g. re-entry to the building)

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- the NO SMOKING policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear; and
- rooms do not become overcrowded.