

HOLCOT VILLAGE HALL

EMERGENCY ACTION PLAN (EAP)

*** READ THIS ***

Address for Emergency Services
HOLCOT VILLAGE HALL, BACK LANE, HOLCOT, NN6 9SL

EVERY SESSION – *All users (adults and children):*

- Know who is in charge of your session
- Know where the fire exits are (ask the person in charge)
- Ensure the fire exit signs are illuminated (switch is on stage right hand side)
- Tell an adult if you go into another room or leave the building

EVERY SESSION – *If you are in charge:*

- Ensure that all users are aware of the EAP
- Ensure that exits and fire exits remain clear throughout the period of use

EVERY SESSION – *If you are disabled:*

- Ask the person in charge for your own emergency evacuation plan

IF THERE IS A FIRE ...

- Raise the alarm immediately by turning the bell in the entrance hallway
- If the fire can be contained without risk and you have been trained to use the equipment provided, do so without taking personal risk
- If the fire cannot be contained the priority is to evacuate the building
- Immediately leave using the nearest fire exit
- Ensure that no-one is left in the building and close the doors behind you

IF YOU HEAR THE FIRE BELL – *Person in charge:*

- Encourage people near you to leave the building and proceed to the Assembly Point
- Note any absentees

IF YOU HEAR THE FIRE BELL – *All users:*

- Start to leave the building immediately using the nearest fire exit
- If you are with a visitor, ensure that they accompany you
- Go to the assembly point (The road in front of the playing field) for roll-call

IF YOU HEAR THE FIRE BELL – *Disabled user / helper:*

- Follow the disabled user's emergency action plan

AT THE ASSEMBLY POINT (IN FRONT OF PLAYING FIELD) – *Person in charge:*

- Take a roll-call and gather all information regarding the evacuation
- Establish if it is a genuine fire or a false alarm
- Ensure that the fire Brigade has been called and liaise when they arrive
- Inform a Committee Member that an incident has occurred