

IN THE EVENT OF AN EMERGENCY

For your safety and enjoyment, it is important that you and your co-users familiarise yourselves with this advice.

Introduction

1. The Nutley War Memorial Trust has a duty of care to ensure that all users of the Hall are satisfactorily briefed and are aware of procedures to be followed in the case of an emergency while they are occupying the premises. This emergency procedures guidance brief should be read in conjunction with the “Conditions of Hire”.

Designated Person

2. Each group using the Hall should appoint a *Designated Person* as a safety officer whose responsibilities are:

- To familiarise themselves with the safety requirements noted in the “Conditions of Hire”.
- To familiarise themselves with the advice contained in this brief.
- To ensure that all members of the group using the Hall are aware of the advice.
- To familiarise themselves with the plan attached to this brief, the fire exits (which must be unobstructed), the location of the fire “break-glass” alarm button, the location and types of fire extinguishers, routes to the Assembly Point, the location of the telephone box, the location of the Caretakers’ accommodation and their contact details.
- In the event of an emergency and following the procedures outlined below, to take charge until such time that, if they are required, the emergency services take over the situation.

Fire

3. Fire Exits, fire extinguishers and the “break-glass” alarm button are shown on the plan.

4. *Priority 1* In case of fire, the Designated Person’s overriding priority is to ensure the safety of all occupants. This may mean evacuating the Hall. Please remember that the Caretakers’ accommodation adjoins the Hall, and the residents must be

informed of any incident that is likely to affect their own safety or that of the Hall occupants.

5. *Priority 2* The Designated Person should delegate to another the responsibility of telephoning the Fire Service by either using a mobile telephone or by using the telephone box which is located adjacent to the Hall on the main road. For the emergency services dial "999".

6. *Priority 3* Only if the Designated Person feels competent to do so, he or she should then attempt to tackle the fire. There are two types of extinguisher in the Hall, shown as numbered on the plan:

- **Water** (1) General fires such as paper, cloth or wood.
- **CO₂** (2) Burning liquids, electrical fires, pan fires.

7. *Rehearsal* Regular users of the Hall are expected to conduct and record periodic fire alarm drills to familiarise themselves with the alarm itself and the evacuation procedures. Occasional users may, at their own discretion, organise a practice in conjunction with the Caretakers.

First Aid

8. A First Aid box is located in the Kitchen.

9. In the event of a medical emergency, the Designated Person should telephone for an ambulance dialling "999".

Evacuation

10. *Assembly Point* Should an evacuation of the Hall become necessary, occupants are to be instructed to gather on the Nutley War Memorial Car Park across the road and well away from the Hall building. All occupants should remain together under the control of the Designated Person at that location until such time that everyone is accounted for.

11. *Social Club* If any incident in the Hall is likely to affect the Social Club, the Designated Person should arrange for the Club to be informed of action being taken by the Hall users.

12. *Headcount* The Designated Person should ensure that he/she can account for all members of the group once at the Assembly Point. For larger events in the Hall, organisers may wish to consider a “sign-in” register system at the start of a function to enable a headcount check to take place quickly thereafter.

Notification

13. Any fire, however slight, is to be notified to the Caretakers immediately. If the First Aid box is used, the Caretakers should be informed so that the stock of medical supplies used can be replenished.

Contact

14. Should you have any queries or concerns either about this advice or for any emergency procedure in the Hall, please contact either Donald or Niki Adam, the Caretakers, on 01825 712465.

*The Committee of Management
Nutley War Memorial Trust
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