

## **BOTLEY MARKET HALL EMERGENCY EVACUATION PROCEDURE**

All groups and hirers accept responsibility for the safety of members of the group or hire occasion during the letting.

Each group/hirer must nominate one person who will be present for the duration of the letting and who will act as the responsible person.

### Duties of the responsible person :

- Ensure you understand your duties and responsibilities
- Bring the emergency evacuation procedure to the attention of members of the group or hire occasion
- Remind everyone of the locations of the emergency exits
- Check that the emergency exits are not blocked
- Check the location of the fire extinguishers
- Ensure all internal fire doors are closed and not propped open
- Note location of wall mounted fire alarm point/s in the room/s you are using

### NOTE

If the fire alarm has been triggered by mistake or in “mischief”, or you can see that there is no fire, then please ring one of the phone numbers displayed on the alarm control panel in the side foyer, and someone will come and reset the system. You may also silence the alarm by inserting the key (on top of the alarm control panel) in the front lock, turning it, and pressing the red “silence alarm” button. If the alarm is going off for “zone 3” (upstairs) and you are downstairs, assume there IS a fire and evacuate the building.

### Emergency evacuation procedure :

- In the event of a fire the building , you should press hard on the nearest fire alarm point to sound the alarm, if it has not already been triggered.
- You should evacuate by the nearest safe exit
- Personal belongings should not be collected
- Muster point is in the Square to the front of the Hall, on the opposite side of the road
- If safe to do so, the responsible person should carry out a search to ensure everyone has left the Hall, and the doors are closed
- The responsible person should ensure nobody re-enters the Hall
- The responsible person should dial 999 and ask for the Fire Brigade
- The responsible person should report to the senior Fire Officer when the Fire Brigade arrives

PLEASE NOTE THAT THE HALL MANAGEMENT COMMITTEE DOES NOT EXPECT ANYONE TO FIGHT A FIRE. THE TOP PRIORITY IS PERSONAL SAFETY