

Branston Village Hall - Serious Incident Evacuation Plan

For use when the Village Hall Management Committee host an event and to be made available for both regular and casual hirers to adapt for their own use. **It is mandatory for all hires that a plan is put in place in advance, allocating roles that will manage the evacuation in the event of an incident.** The purpose of the plan is to ensure that everyone is evacuated from the Hall safely and the relevant emergency services are alerted quickly.

Audible Fire Alarms

In the event of an incident requiring evacuation of the Hall, the committee member nearest the audible fire alarm(s) should sound the alarm immediately.

Incident Control Manager (ICM)

Has overall charge of managing the evacuation. Their duties are:

- During their welcome speech, to point out the fire exits and advise the customers that if told to leave the Hall in an emergency, they should do so immediately, through the nearest available fire exit and assemble near the tennis courts.
- In the event of an emergency requiring evacuation of the Hall, the ICM should make their way onto the stage, ask the entertainer to stop, and use their microphone to advise everyone to leave the Hall immediately through the nearest Fire Exit and congregate near the tennis courts.
- The ICM should then leave the Hall and go to the assembly point, assisting others if it is safe to do so.

Deputy Incident Control Manager (DICM)

- It is the responsibility of the DICM is to contact the emergency services by dialling 999, using a mobile phone, and advising that there is major incident at Branston Village Hall at LN4 1PA. To enable this the DCIM should make their way to the toilet area, if it is safe to do so, (where it will probably be quieter) to make the call, and to ensure that customers have cleared the toilet area.
- The DCIM should leave the Hall by the nearest exit and go to the main road to await the emergency services and advise them of the incident, directing them as appropriate.

Fire Marshalls (FM)

All other Committee members at the event are designated Fire Marshalls. The committee member nearest the audible fire alarm(s) should sound it immediately. Fire Marshalls should assist further by advising the bar staff to leave the Hall, opening the kitchen door, if possible, to provide a further means of exit and by assisting in an orderly evacuation of customers. Assist disabled persons if required.

Evacuation Plan – Incident Control Manager

- At the start of the event, advise customers that in the event of an emergency evacuation of the Hall they must leave immediately by the nearest exit i.e. through the fire exits in the main hall, through the main door or through the fire exit located at the end of the toilets corridor and assemble near the tennis courts
- In the event of an emergency evacuation, stop the entertainment and use the microphone to advise everyone to leave the Hall as soon as possible, not stopping to gather up personal possessions.
- Assist others if it is safe to do so
- Leave the Hall and go to the tennis court Assembly Point

Evacuation Plan – Deputy Incident Control Manager

- Ensure you have a mobile phone with you at the event
- In the event of an emergency evacuation, go to the toilet area, or another safe place, and dial 999 to contact the emergency services, advising there is a major incident at Branston Village Hall located at LN4 1PA.
- Assist others if it is safe to do so
- Leave the Hall and go to the main road to await the emergency services and direct them as appropriate

Evacuation Plan – Bar Staff

- In the event of a serious incident requiring evacuation of Branston Village Hall, bar staff should leave the premises immediately using the nearest fire exit and go to the tennis court Assembly Point