

## **HENTON VILLAGE HALL Fire Emergency Plan**

**Emergency plan for THE REGULAR YEARLY HIRER (temporary responsible person)**

**As the responsible person for the event or function you have duties with regards to the safety of those persons assisting or attending the event.**

**Before the event or function you should be aware of:**

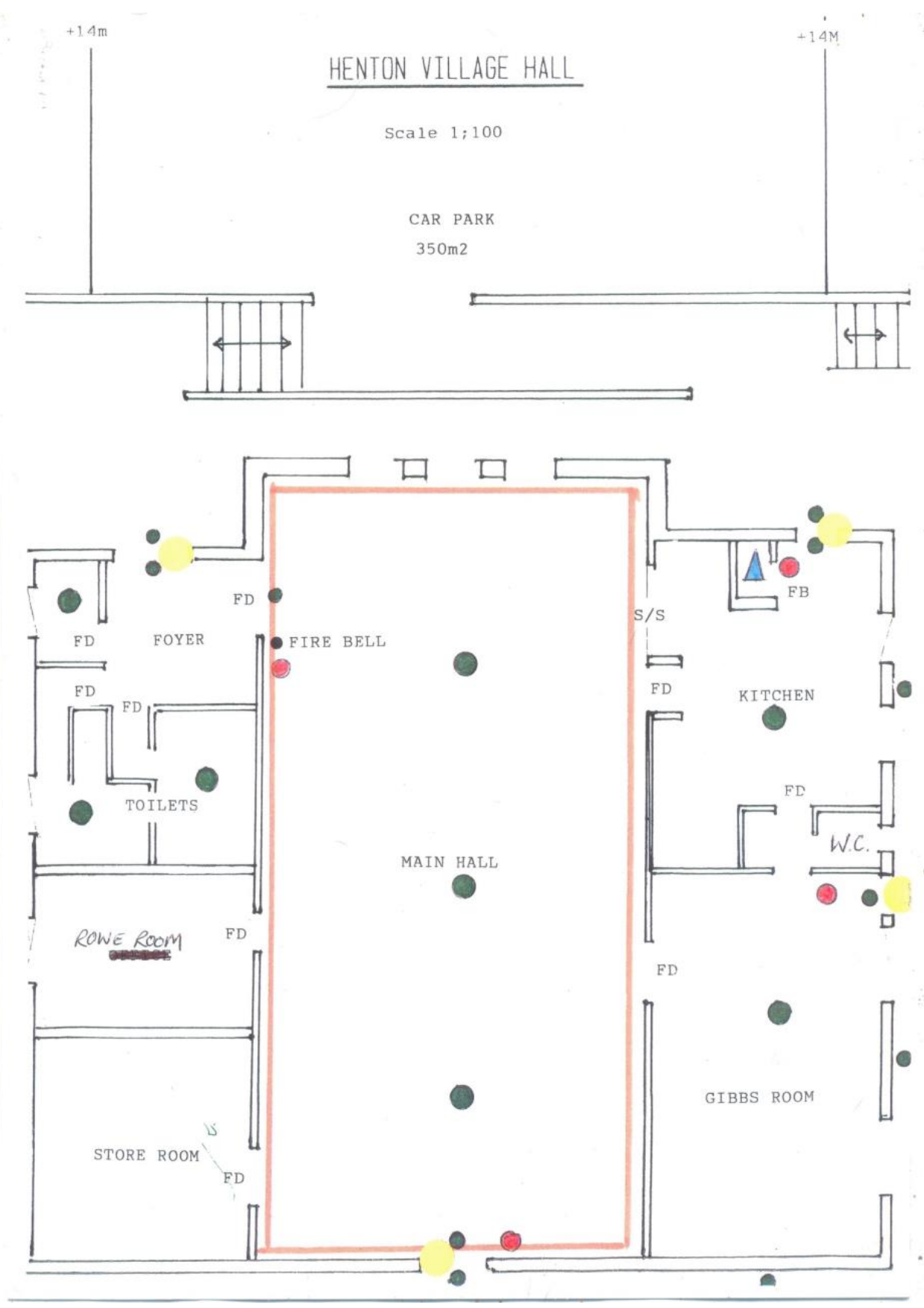
- The location of the FIRE BELL
- All FIRE EXITS and that they ARE KEPT CLEAR
- The location of FIRE EXTINGUISHERS and FIRE BLANKETS
- The FIRE EVACUATION ASSEMBLY POINT
- (All these are marked on the plan overleaf)

**During the event or function you should ensure that:**

- Escape routes and exits do not become blocked
- The smoking policy is adhered to
- No naked flames are started (unless authorised e.g. tea-lights in jars)
- Rooms do not become overcrowded

**During the event or function you should ensure that you have plans for:**

- Calling the fire and rescue service
- The safe evacuation of people identified as being especially at risk, such those with disabilities, children, members of the public and visitors
- Dealing with people once they have left the premises, especially children.



**Henton Village Hall Showing Exits Fire Extinguishers and Fire Assembly Point in Upper Car Par**






FIRE  
ASSEMBLY POINT

CAR PARK  
450 m2



+11m →

RECREATION AREA  
900 m2

	ALCOHOL CONSUMPTION AREA
	ELECTRICITY/WATER SHUT OFF
	FIRE EXTINGUISHERS
FD	FIRE RETARDING DOORS
	EMERGENCY LIGHTS
FB	FIRE BLANKET
S/S	STEEL SHUTTER
	EMERGENCY EXITS

+11m →