

Emergency Evacuation Plan

Grassington Devonshire Institute (Town Hall - TH)

This procedure was last updated on the 30 July 2025. It is due to be reviewed again in July 2028.

The GDI Trustees require that on hiring the Town Hall the hirer should name a **Responsible Person** who will ensure there are enough stewards available to direct people and manage an evacuation, following the Town Hall's **Emergency Evacuation Plan (in bullet points below)**. They **must be present throughout the event**, and all stewards **must** be familiar with the Town Hall layout, emergency exits and this procedure.

- On hearing the alarm, **immediately stop the event**
- **Inform the emergency services** - 999, Town Hall, 48 Main Street, BD23 5AA
- Inform the audience that they must follow guidance from the stewards and **immediately vacate the building** by the nearest fire exit, not to collect any belongings, and make their way to the appropriate assembly points, the **Main Top Car Park in Moor Lane** or **Chapel Street**
- Ascertain if any **mobility impaired users require assistance** and support as needed
- **Carry out visual checks**, providing it is safe to do so, ensuring both male and female toilets are clear, and where appropriate that the stoves, gas etc. have been turned off within the kitchen and that the stage dressing rooms and toilets are clear
- Once evacuation is complete, ensure that **all stewards make their way to their assembly locations** where they should carry out a roll call as far as is possible, in order to establish that everyone is accounted for especially anyone with a mobility or sensory impairment
- The **Responsible Person should liaise with the emergency services** upon arrival, giving as much information as possible as regards to who may still be in the building
- **Only the Fire Officer can determine if the Town Hall is safe to re-enter**
- The Responsible Person should ensure all stewards and those waiting at their designated assembly point are **informed when/if it is safe to re-enter the Town Hall**

Hirer's action plan for managing and implementing the EEP At Grassington Devonshire Institute (Town Hall)

The hirer must designate a Responsible Person who must ensure that the Town Hall's Emergency Evacuation Plan is followed if the building Fire Alarm is activated.

The Responsible Person must ensure that:

- Sufficient stewards are available for the event
- All stewards are familiar with the Town Hall layout and appropriate escape routes including those with stairs
- Stewards are briefed prior to the event of what their role is and what they are responsible for
- Stewards are aware that the exits go directly onto a main road and they may need to manage traffic
- Stewards have read and understood the Emergency Evacuation Plan
- At the start of the event a head count is taken and a note made of mobility and sensory impaired people who may need additional assistance to leave the building safely (try to ensure anyone in a wheelchair is not seated by an emergency exit)
- The Responsible Person should make an announcement prior to the start of the event explaining:
 - That if fire alarms go off the building must be evacuated
 - Where the emergency exits are by pointing them out
 - That there are stewards present to help in case of an emergency
 - Where the assembly points are i.e. top car park in Moor Lane or in Chapel Street
 - That people must not re-enter the building until instructed it is safe to do so