Grassington Devonshire Institute

Emergency Evacuation Plan and Guidance Notes for Hirers

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

- **On hearing the alarm the Responsible Person should immediately stop their event/function.**

- **He/she should inform the audience/users that an incident has occurred, and they must follow guidance from the stewards and immediately vacate the building by the nearest safe exit, not to collect any belongings, and make their way to the appropriate assembly points, the Top Car Park in Moor Lane or Chapel Street.**

Guidance: *The* **Responsible Person** *may wish to point out which escape routes, appropriate to their event/ function, do not have stairs to be negotiated, but to consider that a greater distance of travel might be incurred in reaching the final exit. Also care needs to be taken (especially with children) on exiting as both main exits open onto a road.*

- **He/she should ascertain if any mobility impaired users require assistance, in order that a steward can be designated to aid them throughout the evacuation which will mean a short wait whilst most users exit the building.**

- **He/she should ensure that the emergency services are informed of the incident.**

- **He/she should ensure a steward visually checks, <u>providing it is safe to do so</u>, that 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.**

Guidance: *Where toilets and dressing rooms are to be checked it needs to be established especially with people with hearing concerns that these rooms are visually checked and not just shout "Is Anybody There".*

- **Once evacuation is complete, he/she should ensure that all stewards make their way to their assembly locations where they should carry out a roll call in order to establish that everyone is accounted for especially mobility impaired users.**

- **He/she should liaise with the emergency services upon arrival giving as much information as possible as regards to who may still be in the building.**

Guidance: *Good communication with stewards/helpers is essential throughout the evacuation and at each designated assembly location.*

- **He/she on being informed by the Fire Officer that the Town Hall is safe to re-enter should inform all stewards who will then pass this information on to those waiting at their designated assembly point.**

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Emergency Evacuation Plan - Audience Explanation

The Trustees require that on hiring the Town Hall the hirer should designate a **Responsible Person** who will ensure that the Town Hall's **Emergency Evacuation Plan** is explained at the beginning of their event/function verbally or by recorded announcement.

- **On hearing the alarm the event /function will be immediately stopped.**

- **You must follow guidance by the stewards and evacuate the building immediately by the nearest safe exit, do not stop to collect any belongings but make your way to your appropriate assembly point either the Top Car Park in Moor Lane or Chapel Street.**

- **If anyone requires assistance, please let one of the stewards know and they will arrange for a competent assistant to aid you throughout the evacuation procedure. This will entail a short wait whilst most users exit the building.**

- **When you arrive at the assembly area a roll call will be carried out to establish that everyone is accounted for so that all relevant information can be given to the emergency services on their arrival.**

- **No one will be allowed back into the building until the emergency services Fire Officer gives permission to do so.**

DG/HB
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