

**GENERAL EMERGENCY EVACUATION PLAN FOR MILTON KEYNES
AND BROUGHTON VILLAGE HALL**



Premises Address and Contact Number	Willen Road, Milton Keynes Village, Milton Keynes, MK10 9AF (access road opposite All Saints Church) 07598 332777
Plan Date	1 November 2023
Review Date	1 December 2024

Sound of the Alarm
The sound of the alarm will be a continuously ringing bell.

- Raising the Alarm**
- If a fire is discovered by a hirer or a hirer’s guest, the alarm must be raised by activation of the nearest call point.
 - If fire is detected by automatic detectors, this will trigger the fire alarm.

Action to be Taken on Hearing the Alarm

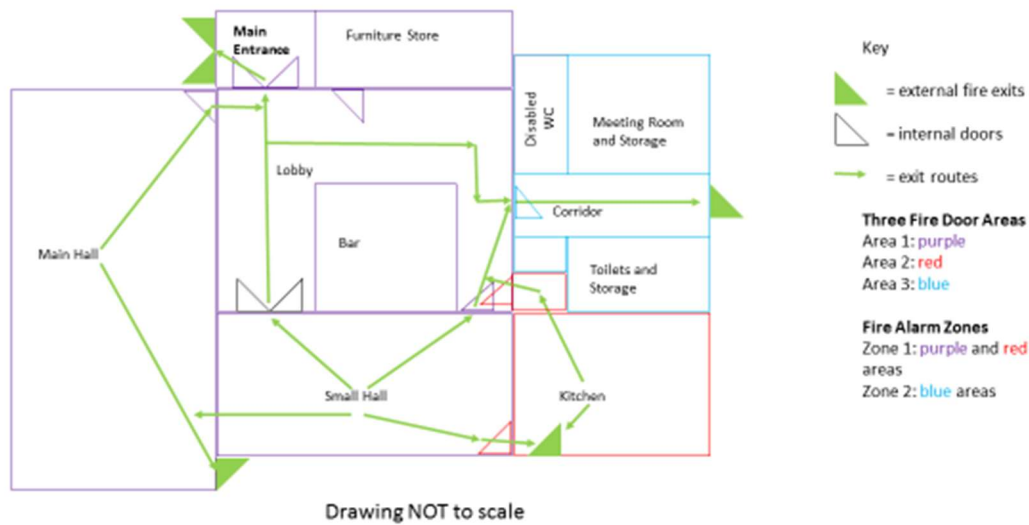
- The following actions will be taken upon the fire alarm being sounded:
- The hirer will take charge and lead in the fire evacuation.
 - Dial 999 and request attendance by the Fire Service. Hirer gives his/her name, name of the building, building address, and his/her contact number and details of the fire (if known).
 - Hirer (and any nominated guests acting as Fire Wardens) will commence evacuation of the building – ensuring this is done in a calm and orderly manner.
 - Individuals to sweep building to ensure all areas are clear (including any rooms that have been opened) if safe to do so and ensure all doors are closed on the way out.
 - If safe to do, switch the electrical mains off before leaving the building. This is located behind a door in the small lobby at the side of kitchen.
 - For information, the gas mains is located in the shed on the external kitchen wall. The key is not provided to hirers
 - The Hirer (and his/her nominated Fire Wardens) must ensure no one re-enters the building until confirmed safe to do so by the Fire Service.
 - Meet at the assembly point and check all guests are accounted for.
 - The Hirer to liaise with the Fire Service upon their arrival.
 - The Hirer to contact the Hall Coordinator and/or other main contacts to advise the fire alarm has been activated and the Fire Service has been called.
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|---------------|--------------|
| Laura Plumb | 07598 332777 |
| Dave Monk | 07785 360271 |
| Pete Mathison | 01908 665119 |

Escape routes

The escape routes from the building are:
Main entrance/exit lobby - on to the car park
Main Hall (at the opposite end to the main entrance/exit lobby) - on to the green
Kitchen - on to the green
Toilet Corridor - on to the side of the building

Each emergency exit door has either a crash bar or turnkey knobs to ease escape. Doors must be unlocked at the beginning of each event and locked immediately before exiting the building at the end of your hire.

Hall Floor Plan – fire exits and exit routes



Fire Assembly Point

The Emergency Assembly Point is located at the far end of the car park and is similar sign.



marked with a

Fighting Fires – Extinguisher User

Fire extinguishers will only be used where:

- Hirers (and his/her guests) have received training and feel confident in their use.
- Where it is deemed safe to do so, ie there is a clear means of escape, fire is small.
- Personal safety always takes priority and, if in any doubt, hirers should not attempt to extinguish a fire.

Location of Key Safety Hazards or Other Fire Related Equipment

Gas supply shut off:	in the small wooden shed on the external kitchen wall.
Mains fuse box:	behind a door in the small lobby at the wide of the kitchen.
Mains water inlet: Gas/oxygen cylinders:	is under the kitchen sink near the dishwasher
Location of fire alarm panel:	none in the building.
	main entrance lobby

Number of Individuals Needed to Carry Out Evacuation Plan

One person per 20 guests.

Equipment Needed to Effect the Emergency Plan

Hirer or a guest must have a mobile telephone to be able to contact the Fire Service without delay.

Variations to the Plan

Lone Working: would normally be undertaken by the Hall Coordinator, contract cleaners or a Trustee whom are familiar with the building and exits. Individual must advise another party when he/she is on the premises alone in case of emergency and ensure he/she has a functioning mobile phone.

Wheelchair Access: if any of your guests require wheelchair access, the metal ramp (available from the Furniture Store) must be placed on the double-door step access to the small hall. The ramp to be left in place during your event to enable safe access to the toilets and main and corridor exit points.

Loft: No individuals are permitted access to the loft without a second individual being in the Store Room (where the access is to the loft).

Responsibilities

For ensuring the general plan is reviewed regularly: Village Hall Trustees

For each event held at the Hall: the Hirer