

Greyladyes Arts Foundation

Emergency Action Plan

Prior to every event held at the property the following precautions should be put in place:

- 1) The organiser of any event will appoint two door monitors who will be asked to sit near the emergency exit doors. They should be issued with a torch and in the event of an evacuation they must hold open the doors and assist the audience to depart the building.**
- 2) At any event at least one volunteer should have a mobile telephone to call the emergency services in the event of a fire or any other accident.**
- 3) The layout of the hall must be reviewed to ensure there are adequate gangways providing clear access to both exit doors.**
- 4) A review of the hall should take place to check for trip hazards and any equipment that may fall over and cause a fire.**
- 5) A check must be undertaken to ensure that the double doors leading to the street are open and fixed in the open position.**
- 6) The persons in the hall should be reviewed to see if anyone in attendance is in a wheelchair or may have difficulty exiting the venue unaided. If there are such persons in attendance stewards should be allocated to assist in the event of an evacuation.**
- 7) At the start of any event the following must be made clear to the audience - There is no Fire Alarm. If a fire is discovered you will hear the words FIRE FIRE FIRE Please evacuate the building from the nearest exit. Do not stop to collect your belongings.**
- 8) Identify the location of the Emergency Exits and ask anyone requiring assistance to exit the building to please make themselves known.**
- 9) If the building is evacuated make all persons aware that they should make their way swiftly to the Assembly Point, which is the Village Green on the triangle next to the Telephone and Post Box. On assembly a head count or roll call should be undertaken to ensure that all persons are present.**
- 10) All volunteers should have received prior training on how to use the available fire fighting equipment and which Fire Extinguishers to use in the event of a fire. Volunteers should only attempt to fight a fire if there is no risk to their own safety.**
- 11) If safe to do so the organiser of the event should undertake a sweep of the building to ensure that the building is clear and there are no persons trapped in the building.**

12) In the event of an evacuation of the building the disabled platform lift should not be used if there are sufficient volunteers available to carry any disabled person to safety.

January 2019