

## GASKELL HALL FIRE EMERGENCY PLAN

**YOU, THE HIRER, ARE THE 'RESPONSIBLE PERSON'**, to be ready to take control during any incident. Your priority is always lives and not the building.

### **BEFORE THE EVENT:**

- Check the appropriate exit routes are clear in the areas hired:  
Main door/foyer, side door, Green Room door, costume & props store
- Check the location of fire safety equipment in the areas hired:  
**6 x Foam fire extinguishers**, **NOT** to be used for liquid or electrical fires, located at:  
Main door in Hall and Side door in Hall  
Green Room door  
Back of stage nearest top kitchen  
Upper kitchen  
Costume and props store  
**4 x CO<sub>2</sub> fire extinguishers**, to be used for liquid and electrical fires, located in:  
Both kitchens  
Back of stage road side  
Top of stairway from foyer  
**1 x Powder fire extinguisher** in boiler room  
**1 x Fire blanket** in kitchen by cooker in upper kitchen
- If bringing any electrical equipment, check it has been PAT tested.
- Inform helpers on evacuation routes, and advise them to take note of any users who may need help with evacuation, and warn everyone that the lift must not be used in the event of a fire. Keep fire doors shut.
- Draw attention to **FIRE ACTION** notices and where to direct people to the fire assembly point (side of Butchers' shop opposite the main entrance/exit doors).
- Do not allow cars to block the route around the back of the hall to leave space for emergency vehicles, or to block the side door to the car park.

### **IN THE EVENT OF A FIRE:**

- Sound the alarm on any of the **Manual Call Points** (MCP) located at all building exit points.
- Take control with loud, clear instructions to evacuate through the nearest exit and assemble at the side of the Butchers' shop opposite the main entrance/exit.
- Dial 999 for the Emergency Services. There is no phone in the hall so have a mobile available.
- Do not use the lift.
- Only if safe, check all rooms have been evacuated.
- Do not take risks.
- Use emergency equipment only if necessary to evacuate the building using instructions given.
- Do not allow anyone to return into the building.
- Contact a member of the Committee. Tel. numbers are on the external noticeboard.