

SYMINGTON COMMUNITY PROJECTS LTD
COMMUNITY HALL

Evacuation Plan in the event of a fire

Fire Marshal

Each and every organisation, club or group hiring the hall is responsible for ensuring the safety of everyone present in the building. To meet this requirement, each group must appoint a person who assumes the responsibility of FIRE MARSHAL.

A Fire Marshal must ensure that they are fully familiar with all the safety devices installed in the hall and the location of all exits.

Fire Marshal Duties

On discovering a fire, it is necessary to immediately raise the alarm, contact the fire brigade and usher every person present out of the hall as quickly as possible – without causing a panic.

Each Fire Marshal must have a record of all persons present in the building during the time when their organisation, club or group is occupying the hall.

Any person discovering a fire should either activate the alarm system or, if they are not able to do so, should report the event and location immediately to the fire marshal. The Fire Marshal, on hearing the alarm, or receiving a report, should delegate the responsibility of phoning the fire brigade to a responsible person.

On ascertaining the location of the fire, the Fire Marshal must direct those present to safe exits and instruct them to assemble at the appointed assembly point. After being reasonably sure that all persons have left the building, the Fire Marshal should close as many fire doors as is safe to do so to slow the spread of the fire.

DO NOT ATTEMPT TO EXTINGUISH THE FIRE

A head count must be taken at the fire assembly point to ensure everyone has safely exited the building.

Await the arrival of the Fire Brigade and liaise with the Officer in Charge.