



HIRER EMERGENCY GUIDE

As you are the Hirer of a room or rooms, **you are the nominated Responsible Person** to take charge in the unlikely event of an emergency.

This guide tells you what to do if there is a Fire, Bomb Threat or other problem (electricity failure or burst mains flood).

You need to study this guide beforehand so that you are fully prepared.

You must stay on the premises throughout the entire hire period.

Make a mental note of anyone who might have difficulty leaving the building (elderly, disabled, or with poor hearing or sight). Children will also need help. If you think it necessary, ask people to help.

You are not responsible for the bar or snooker area if they are open, just the areas you have hired.

The post code address of these premises is:-

GL2 7HG

There is no telephone landline available. You will have to contact the emergency services either by mobile phone (sufficient signal normally outside in the front) or by going to a nearby house.

1. What you should do in an emergency

- a. Sound the fire alarm (if someone has not already done so), or shout "FIRE" if the alarm does not work.
- b. Tell everyone to leave by a safe exit, and go to the Assembly Point in the front car park. It's marked by a green and white notice on the front wall.
- c. Choose someone with a mobile phone to call 999 from outside the building. If there is no signal, they will have to try one of our neighbours. Tell them to keep trying until they get through.
- d. Check that any vulnerable people are being helped out of the building.
- e. Check that all your group are out of the building. If anyone is missing, tell the Senior Officer of the Emergency Service in attendance.
- e. Don't let anyone go back into the building for any reason whatsoever until the officer in charge of the emergency service says it is safe to do so.
- f. Just because the fire alarm stops, this **does not** mean that it is safe to re-enter the building.
- g. Only use a fire extinguisher to fight the fire if it is safe to do so.

2. Calling the emergency services

When an emergency occurs, the emergency services need to know the following details:

- a. This is CADBURY HALL.
- b. It's in Lake Lane, Frampton on Severn.
- c. Its post code is GL2 7HG.
- d. The telephone number of the phone being used.
- e. What the problem is, eg, a fire in a store room.
- f. Something about the location and landmarks, eg, the roundabout and the school.

4. Liaison with the emergency services

- a. The person you tell to contact the required emergency service should provide details of the incident as instructed by you and as listed in paragraph 3 above.
- b. Upon arrival of the emergency service, make yourself known to the senior officer attending, and provide local knowledge of the incident as requested.
- c. If the emergency services need to isolate the power, tell them the main power isolation switch is in the boiler room at the far end of the alley on the right hand side of the hall as you look at it.

5. Identification of assistants to help you in an emergency

At the event planning stage, your risk assessment will identify the numbers expected. A maximum of 200 persons are permitted within the main hall at any one time.

During your risk assessment, you will need to:

- a. Decide whether you need any assistants to help you in an emergency,
- b. Arrange them beforehand,
- c. Decide whether you or any assistants need some training and
- d. Ensure that any training is completed.

For large events, you may need one or two people in addition to yourself to assist in an emergency – more if you have some elderly or very young people attending.

6. Resetting the Fire Alarm System when Activated in Error

In the fire alarm is pressed by mistake, tell the person one the bar – they will be able to reset it.

Last updated 2 Sep 2017