



Sandhutton and Breckenbrough Village Hall

Linking the Community since 1892

Reg. Charity No 523405

Appendix A

FIRE EVACUATION PLAN

**Sandhutton & Breckenbrough
Village Hall**

Sandhutton

YO7 4RS

July 2025

Areas to be cleared:

AREA 1 – Main Hall
• Main Hall • Toilet
FIRE MARSHAL 1*.

AREA 2 – Entrance Hall Disabled Toilet & Kitchen
• Entrance Hall • 1 Toilet • Kitchen
FIRE MARSHAL 2*

***Responsibility to nominate a Designated Fire Marshalls will be with the hirer.**

They should be made aware of the following instructions

Duties on Discovering a Fire

1. Sound the alarm by shouting 'Fire'.
2. On hearing the alarm, telephone the Fire Service (dial 999/112) using a mobile phone.
3. On hearing the alarm, evacuate the building checking areas as above, closing all doors as they leave and proceed to the assembly point.
4. This building is single storey and anyone with mobility difficulties may be evacuated.
5. Fire exits are located –

Entrance Hall

- Main Entrance doors

Main Hall

- Far wall (opposite main doors)

Kitchen

- If either the above exits are blocked use the exterior door in the room. The key should be in the lock on arrival, if not contact a member of the committee.

THE ASSEMBLY POINT IS AT THE FRONT OF THE HALL BY THE GATE

Nominated people or fire marshalls must supervise safe evacuation, ensuring areas as listed above are clear.

6. If possible, designate someone to remain at the front door to prevent the public from entering.
7. Fire Marshalls should check their areas are clear and proceed to the assembly point and confirm they are clear to the Hirer and the fire service.

When Dealing with a Fire

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1. If electrical appliances are involved, and you can safely do so, switch off the current before evacuating.
 2. Shut doors and windows (if possible) on the way out.

DO NOT ATTEMPT TO TACKLE THE FIRE YOURSELF

DO NOT TAKE ANY PERSONAL RISKS

Please be aware - the use of fire extinguishers to put out any but the smallest fire is not

advised, and, therefore, no specific training in the use of fire extinguishers is provided.

FIRE EXTINGUISHERS ARE LOCATED –

Entrance Hall:

- Right hand side of the kitchen door: 1 x Powder

Main Hall:

- Right hand side of the Fire Exit door: 1 x Water

Kitchen:

- Fire Blanket between the entrance hall and main hall door

On Hearing the shout of Fire

Evacuate all members of the public, contractors etc., from your designated area and proceed to the assembly point.

DO NOT ALLOW ANYONE TO STOP AND COLLECT PERSONAL POSSESSIONS

Reminder to All

- To study these instructions and know what to do in the event of a fire.
- To make yourself familiar with all means of escape.
- To ensure all means of escape are not obstructed by boxes, equipment etc., at any time.

In Event of a Fire

CALL OUT, GET OUT, STAY OUT