

Fire Action and Evacuation — children's events

The Hirer is deemed to be the responsible person to activate this plan and shall be on the premises for the duration of the hire period.

The Hirer shall nominate, in advance, two adults to act as marshals in case of fire.

Adult 1 should raise the alarm and help people safely to the evacuation point

Adult 2 should check the hall is clear and liaise with emergency services on arrival

In the event of fire:

Raise the alarm loudly, if necessary by **sounding the gongs** located by the front door and/or the committee room door.

Lead the children and adults from the Hall to the assembly point at **The Rectory** on Valenders Lane — across the road from the Hall, just off Front Street.

Do not delay to collect personal belongings. Do not attempt to re-enter the Hall until it has been declared safe.

Call the Emergency Services by dialling **999** from a mobile (if signal) or The Rectory phone. Other phones located at Village Shop or The Red Lion.

The address of the Village Hall is: **Foxcote Hill, Ilmington CV36 4LD**

Check names against your list of children to ensure all are accounted for.

Look to the welfare of the children.

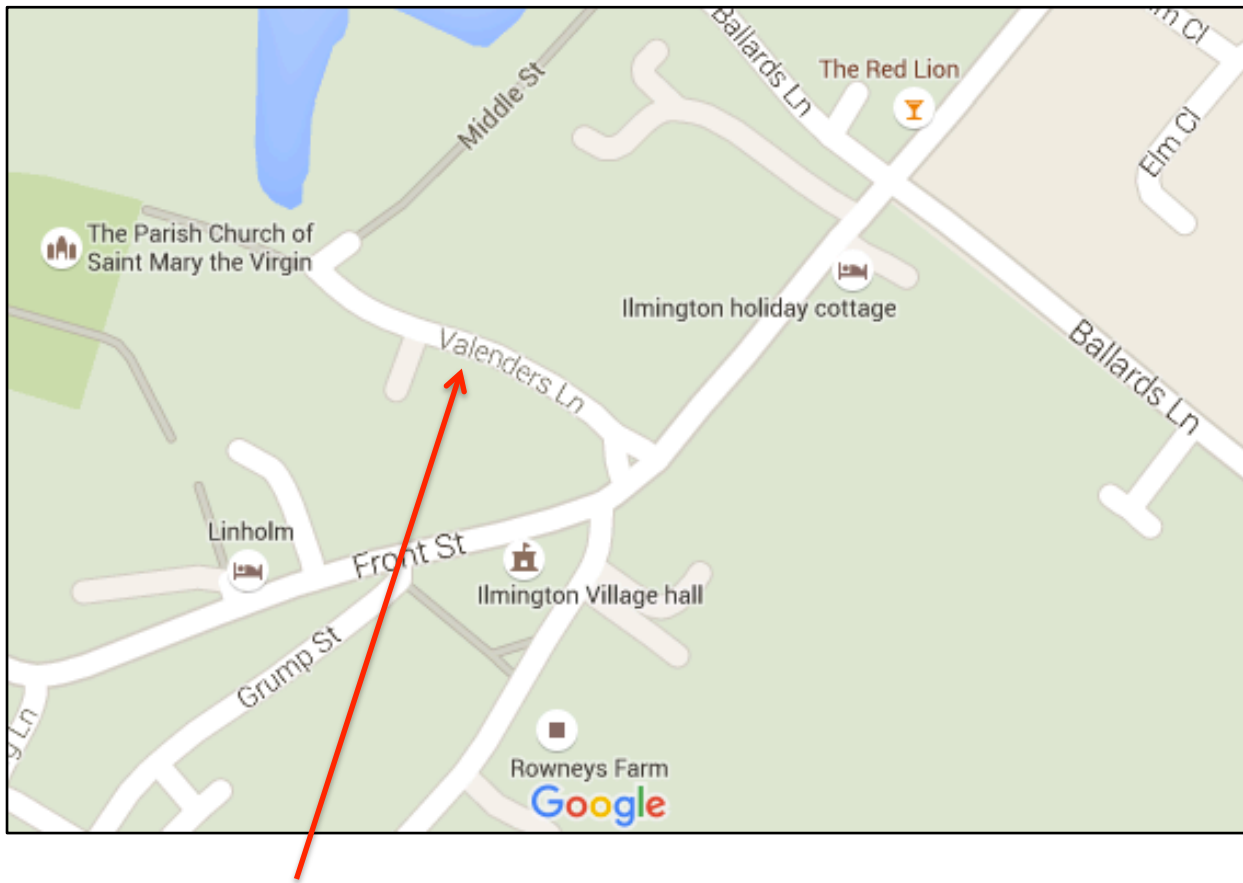
Check everyone is out of the Hall and ensure all windows and doors are closed after last person has left.

Fire-fighting equipment should only be used by trained persons and only if this can be done without risk to their safety.

Ensure the Hall chairman or secretary are informed as soon as possible:

Chairman: 01608 682 996

Secretary: 01608 682 420



The Rectory, Valenders Lane — Evacuation point for children's events

Ilmington Village Hall – fire safety diagram

