



Fire evacuation plan for the Vital Village Hub

In the instance of a fire alarm activation please follow the procedures as documented beneath and fire layout plans set out in the building:

The sound of alarm for this building is a continuous ringing bell. This can either be activated by a call point or a fire detector within the building.

If a fire is discovered by a hirer/licensee or attendee, the fire alarm is to be raised by activating the nearest call point.

Action for hirers before use of building

1) Lead hirers/licensees are required to take a register of attendees.

Action for hirers upon activation of alarm activation

1) Lead hirer to take charge and lead in the fire evacuation

2) DIAL 999 and request attendance by the Fire Service. Provide details of fire/severity and location. Hirer to give their name, mobile phone number (if available) and address of building: **Thames Ditton Centre for the Community, Mercer Close, Thames Ditton, KT7 0BS.**

3) Commence evacuation of the building **to the Fire Assembly Point located at the far end of the car park** – ensuring this is done in a calm and orderly manner.

4) Lead hirer to sweep building to ensure all areas are clear (including non-public areas) if safe to do so and ensure all doors are closed on the way out.

5) If safe to do so electrical mains and gas supplies should be switched off before leaving the building.

6) Meet at assembly point and check all attendees have evacuated

7) Lead hirer to liaise with Fire Service upon arrival

8) Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service

Fighting Fires

1) Fire extinguishers are only to be used if individual has completed fire extinguisher training.

2) Fire extinguishers only to be used where it is deemed safe to do so i.e. clear means of escape or the fire is small.

I/We agree to adhere by the above procedure in the event of a fire at the building. It is acknowledged that I/We are responsible for ensuring that the evacuation of the building is in line with these procedures. I/We will ensure that arrangements are in place to ensure the safe evacuation of attendees who may require assistance in such evacuation:

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Signed

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Date

..... Name of Hiring/Licensee
Organisation