

GASKELL HALL FIRE EMERGENCY PLAN

AS THE HIRER, OR THEIR APPOINTED REPRESENTATIVE, YOU ARE THE LEGALLY RESPONSIBLE PERSON. You must be ready to take control during any incident. Your priority is always lives and not the building.

BEFORE THE EVENT:

- Check the appropriate exit routes (internally & externally) are clear in the areas hired:
Main door/foyer, side door, Green Room door, costume & props store
- Check the location of fire safety equipment in the areas hired:
6 x Foam fire extinguishers, NOT for liquid or electrical fires,
located at: Hall: Main door and side door
Green Room door
Back of stage nearest top kitchen
Upper kitchen
Costume and props store
4 x CO₂ fire extinguishers, for liquid and electrical fires, located in:
Both kitchens
Back of stage road side
Top of stairway from foyer
1 x Fire blanket in upper kitchen by the cooker
1 x Powder fire extinguisher in boiler room (no public access)
- Inform helpers on evacuation routes and the fire assembly point (opposite the main entrance/exit doors at the side of the Butchers' shop). Advise helpers to take note of any users who may need help with evacuation; a permanent ramp is in place at the main entrance and a folding ramp is located by the side emergency exit in main hall.
- Draw attention to **FIRE ACTION** notices, ensure *internal* fire doors are shut and switch on the emergency 'green running man' lighting (switch in main hall next to main entrance).
- Do not allow anything to block the route around the back of the hall. Access is required for emergency vehicles at all times.

IN THE EVENT OF A FIRE:

- Sound the alarm on any **Manual Alarm Call Point** located at all building exit points.
- Take control with loud, clear instructions to evacuate through the nearest exit and assemble opposite the main entrance/exit at the side of the Butchers' shop.
- Dial 999 for the Emergency Services. There is no phone in the hall so have a mobile available.
- Only if safe, check all rooms have been evacuated.
- Do not take risks.
- Only use fire extinguishers if required to facilitate the evacuation of the building through the fire exits.
- Do not allow anyone to return into the building.
- Contact a member of the Committee (see the external noticeboard for details).

Important Fire Alarm information to be read, prior to an event, by hirers and the person designated to take responsibility in the event of a fire.

1. Ensure that you are familiar with the Fire Emergency Plan.

The Plan can be found on the Gaskell Hall's website and a paper copy provided in the file in the entrance foyer of the hall.

2. Additional Information

In the event of a smoke or heat detector being automatically activated, or a manual alarm call point (MACP) being activated as a result of a fire being detected, the procedure given in the Fire Emergency Plan MUST be followed. The fire alarm will sound and, in addition, strobe lights will flash in the toilet areas on the main hall level.

The zone in which the smoke, heat detector or MACP has been activated will be displayed on the screen of the control panel which is located in the hall foyer.

If, and only if, following an inspection, it is certain that an MACP has been activated in error, or that a smoke detector has been activated by someone, say, smoking on the premises, the alarm may be **silenced and reset** using the control panel as follows:

- i) Provide **clear** instructions to the people in the building that there has been a **false alarm**.
- ii) Insert the black plastic key, located on a hook on the wall opposite the control panel, into the panel (top left) and give it a quarter turn **clockwise**.
- iii) Press the button with a red surround labelled 'SOUND/SILENCE'.
- iv) If an MCP was activated in error, insert the white paddle key, located on a hook on the wall opposite the control panel, into the base of the MCP to reset.
- v) Press the button with a green surround on the control panel labelled 'RESET'.
- vi) Turn the black key in the panel **anti-clockwise** to a vertical position.
- vii) Notify a member of the committee as soon as possible of the false alarm (refer to the contact list on the notice board).

In the event that the control panel bleeps but the fire alarm is not activated, it is likely that the control panel will state that there is a low battery in the system. The control panel can then be **silenced** as follows:

- i) Insert the black plastic key, located on a hook on the wall opposite the control panel, into the panel (top left) and give it a quarter turn **clockwise**.
- ii) Press the button labelled 'SILENCE BUZZER'.
- iii) Press the button labelled 'RESET'.
- iv) Turn the black key in the panel **anti-clockwise** to a vertical position.
- v) Notify a member of the committee as soon as possible (refer to the contact list on the notice board).

NOTE: IT IS ESSENTIAL THAT NO OTHER SETTINGS ARE CHANGED ON THE CONTROL PANEL. THIS MAY INCUR A CALLOUT FEE.