

KEINTON MANDEVILLE VILLAGE HALL

Registered charity no. 1057420

FIRE SAFETY GUIDANCE AND EMERGENCY PLAN

YOU, THE HIRER, ARE THE “RESPONSIBLE PERSON”

At all times the hall is in use the RESPONSIBLE PERSON must be in charge and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority is always lives and not the building!

BEFORE YOUR EVENT STARTS

- Check exit routes are not blocked by for example tables or chairs (see diagram below).
- Check the Fire Extinguishers are clearly visible.
- Check that no “doubtful” looking electrical equipment or extension leads have been brought into the hall.
- Check that no decorations have been hung so that they could fall down and obstruct a fire exit.
- Check that the door to the basement is locked (if open a member of the village hall committee should be contacted on kmvillagehall@gmail.com).
- Check that the fire exit lights are switched on (see plan below).

DURING YOUR EVENT

- Watch that fire exit routes do not become obstructed.
- Brief disabled people and/or their helpers on the evacuation routes.
- Watch that no vehicle obstructs the main entrance, fire exits and that emergency vehicles have a clear access route to the hall.
- Watch that nothing likely to cause a fire is taking place.
- Be vigilant of any smells of burning or a gradual build-up of smoke.
- Ensure that the number of people in the hall does not exceed the figures shown below:-

252 when used for a closely seated audience

360 when used for dancing only

120 when seating is provided at tables

120 when used for dancing and seating is also provides at tables

- Take command – give loud and clear instructions to immediately evacuate the building and gather on the grass by the path to the MUGA and to wait for you.
- Check every room that it is safe to enter, to ensure that everyone has left the hall.
- Fire extinguishers should be used to clear a safe passage to an exit.
- Once outside check everyone is accounted for.
- Contact the emergency services – the address of the hall is:

Keinton Mandeville Village Hall

Chistles Lane

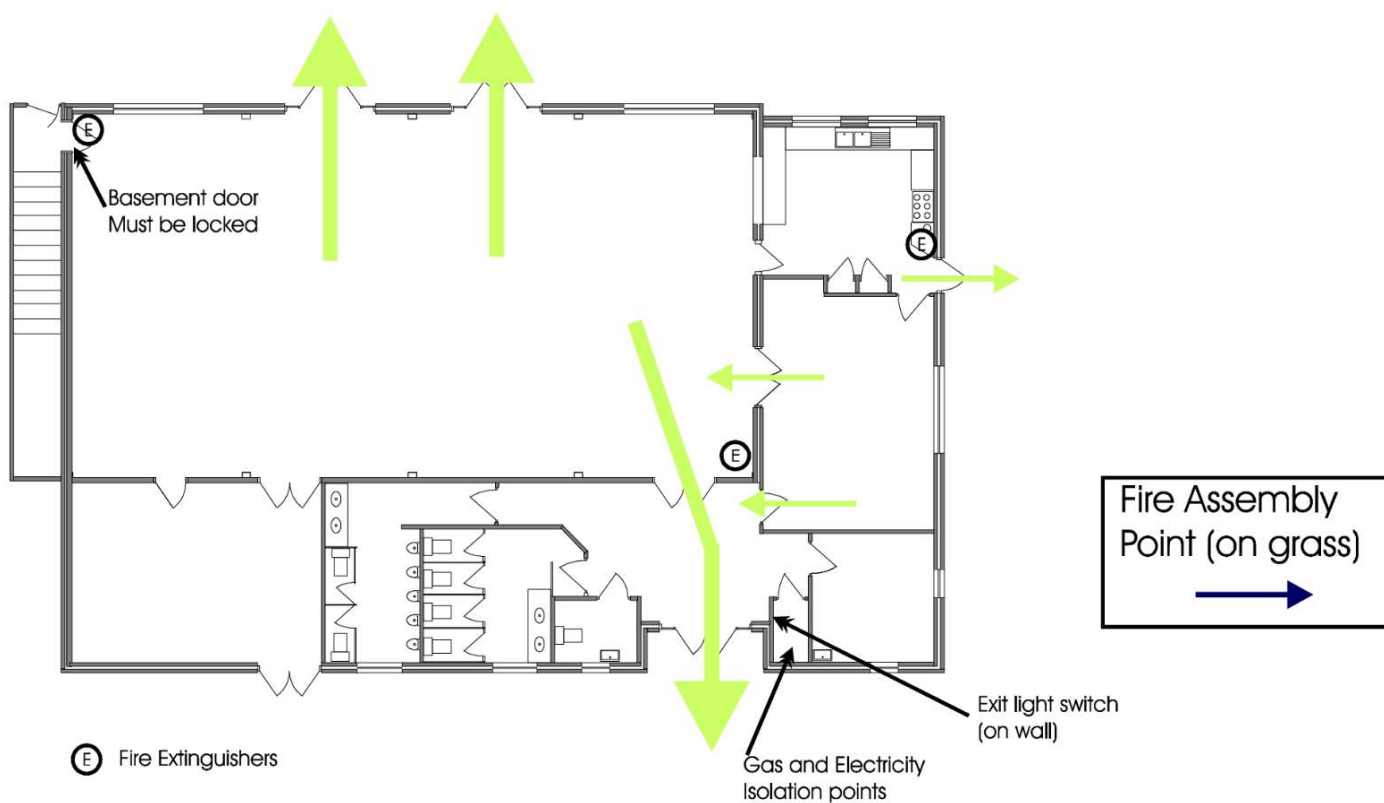
Keinton Mandeville TA11 6ES

Three little words ///prune.rider.bets

- Check that the lane and area around the hall is clear for the emergency vehicles.

- Send two people to act as guides for the emergency services – one at the end of the lane and one at the junction of Queen Street and Chistles Lane.
- Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- Contact a member of the village hall committee on kmvillagehall@gmail.com.

June 2025



Keinton Mandeville Village Hall - Fire evacuation Routes

