

# Fire Safety Plan

**Stutton Community Hall, Manningtree Road, Stutton, Ipswich, IP9 2TA**

As the hirer responsible for the event / function you have duties for the safety of those people attending the event

## Before the event

1. Be alert to the potential sources of fire and do all you can to minimize the risk
2. If there are to be naked flames present (i.e. candles) ensure that they are protected so that they cannot come into contact with combustible material
3. Know what to do in the event of fire including location of fire exits, use of fire extinguishers and the assembly point in the car park
4. Take responsibility for, or to nominate people to take on, the following duties:
  - a. To use the fire extinguishers —but only if you know how to use them safely
  - b. To call fire service and meet them on arrival
  - c. To check all rooms are vacated and prevent re- entry
  - d. To help evacuate people especially those at greater risk (including the young, old people and those with disabilities)
5. Do not overcrowd the hall – conform to the hall’s licensed numbers  
Permitted Numbers: Seated at tables 150, Mixed Occupancy 180, Dancing 200

## At the start of an event you should tell all those present about

1. The fire alarms signals (there is a flashing light in the hall and fire alarms will sound)
2. The location of the fire exits and escape routes and the need to keep them clear
3. The location of the assembly point – it is in the car park away from the hall
4. In the event of the building being evacuated, instruct people to take only valuables immediately at hand, not to go and collect their belongings and not to re-enter the building unless told it is safe to do so.

## During the event

1. Ensure that escape routes and exits do not become blocked
2. Ensure that the Hall does not become overcrowded

## If a fire were to occur

1. If a fire is detected, break the glass on the nearest fire alarm and press the button  
This will sound the alarm and illuminate a flashing light in the hall.
2. Evacuate the premises using the fire doors - Assemble in the car park
3. Ensure the safe evacuation of people especially those at greater risk
4. Check rooms and toilets are empty
5. You should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so. Do not put yourself or others at risk
6. Call 999 (stating correct address and what is on fire)
7. On arrival of the Fire Brigade report to the officer in charge that all persons are safe or inform of their last known position

*Please note that on occasions the alarm can go off on its own. Having checked that there is no fire you can switch it off by using the key and following the instructions that are on the alarm box – it is in the foyer. The alarm’s key is to be found in the electricity cupboard.*