

Howard Hall Memorial Hall

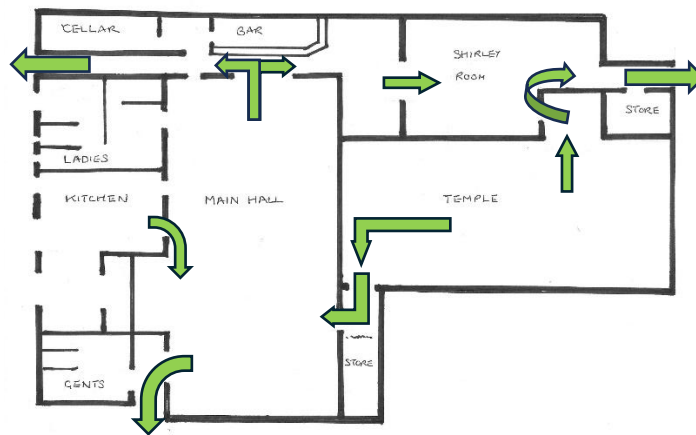
Fire Evacuation Plan

The Emergency Plan has been prepared to ensure that in the event of fire the Hall is safely evacuated.

To facilitate safe evacuation,

- a Fire alarm system has been installed, regularly maintained and tested weekly,
- Fire Resisting Doors have been installed to separate high risk areas, for example the kitchen and boiler cupboard from areas in regular usage and protect escape routes.
- Photoluminescent Fire exit and safety signs have been strategically placed to help those using the Hall know what to do in the event of a fire and how to exit the building safely.
- designated Fire Warden have been appointed for groups that regularly use the building to take responsibility in the event of a fire and help people exit the building safely and ensure that everyone is accounted for.

There are three means of escape from the building and they are shown below, together with the routes to the fire exit. Plus another external door within the kitchen.



The Assembly point is in the front car park.

Fire Extinguishers

Water Fire Extinguisher (Red with white label) are situated by the external fire doors. These should NOT be used on fires involving live electrical apparatus or flammable liquids but can be used to extinguish fires involving normal combustible solids such as wood, paper, plastic and fabric.

Within the kitchen, there is a Fire Blanket to smother fire in a pan on a cooker. It could also be used to smother a person whose clothing is on fire. There is also a wet chemical portable fire extinguisher (Red with cream label) for fires involving cooking oils.

Emergency fire Plan

Fire Extinguishers should only be used by persons who have been trained to use them and then only when it is safe to do so, i.e. there is a safe escape route to your back of the person using the Extinguisher.

Caterers

Caterers using the hall:

- are responsible for ensuring their staff are fully trained in the safe use of kitchen equipment and the use of appropriate fire extinguishers.
- should report any defective equipment to the Hall Secretary.

Lodges and Groups meeting at the Hall

All Lodges, Progressive Orders, social and fitness groups that meet at the Hall on a regular basis should:

- appoint a Fire Warden (in the case of social and fitness groups, the group leader or organizer will be the appointed Fire Warden);
- maintain a register of people attending the meeting or group activity;
- explain the Fire escape routes to members, guests, visitors and participants. This will be included within the New Members or Initiates guide to the use of the Hall; and
- determine and provide a Personal Emergency Evacuation Plan for members who have difficulty walking independently, difficulty hearing, visually impaired and in the case of social groups in advanced stages of pregnancy,

Private Party's

For private parties and other groups, the bar staff will act as Fire Warden's. It is the responsibility of the person booking the hall to maintain a list of attendees.

Fire Wardens

Fire Wardens are responsible for:

1. assisting in the development of Personal Emergency Evacuation Plans for members who have difficulty walking independently;
2. ensuring the safe evacuation of the building following a fire alarm;
3. checking of adjoining rooms for occupants;
4. carrying out a roll call to ensure that everyone is accounted for; and then
5. sharing this information with the Fire Brigade.

The Secretary of the Howard Hall Memorial Hall Management Committee

The Hall Secretary is responsible for:

- ensuring that matters raised by members are addressed at the quarterly meeting of the Howard Hall Memorial Hall Management Committee;
- raising urgent matters directly with the Trustees of the Durobrivae Lodge Benevolent Fund; and
- arranging for the training of Fire Wardens identified by Lodges, Progressive Orders and social and fitness groups that regularly use the Hall, in the competencies listed in Annex A.

The Durobrivae Lodge Benevolent Fund

The Durobrivae Lodge Benevolent Fund Trustees are responsible for compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The Howard Hall Memorial Hall Sports and Social Club

The Howard Hall Sports and Social Club Ltd is responsible for ensuring the Bar staff are appropriately trained.

Members of Resident Lodges

The Brethren of Lodges and Progressive Orders resident at the Hall are responsible for:

- reporting any Fire Hazards to the Hall Secretary;
- for familiarizing themselves with the actions necessary in the event of a Fire, see Annex B; and
- following instructions given to them by a Fire Warden, in the event of a Fire.

Control Documentation

Version	Fire Evacuation Plan Version 1
Date Approved	July 2024
Approved By	Trustees & the Howard Hall Management Committee
Responsible Officer	Hall Secretary
Supporting Framework	Health and Safety Framework
Review Date	August 2029

Fire Warden Competences

Fire Wardens should be able to:

- Explain the rationale behind Personal Emergency Evacuation Plans and be able to design one for person unable to walk independently, have difficulty hearing or are visually impaired.
- Describe the location of the fire alarm call points within the building and how they work.
- Demonstrate the correct method of calling the Fire Brigade.
- Explain the fire escape routes for all parts of the building and point out the location of Fire Extinguishers.
- Demonstrate how the Fire Extinguishers work, and for the extinguishers available at the Hall, explain which kind of fire they may safely be used for.
- Explain why Fire Extinguishers should only be used when there is an escape route to your back.
- Identify Fire Resisting Doors within the building, explain their rationale for being there and why it is important to close all doors and windows on hearing the fire alarm when it is safe to do so.
- Explain the action necessary in the event of discovering a fire, to facilitate the safe evacuation of the building.
- Assume a leadership role upon hearing the fire alarm, in order to ensure that people leave the building in an orderly fashion and gather at the Assembly Point, and that Personal Emergency Evacuation Plans are implemented;
- Identify the assembly point.
- Carry out a roll call of people evacuated from the building to ensure that everyone is accounted for.
- Share relevant information with the Fire Brigade on their arrival at the scene.

Responsibility's in the event of a Fire

If you discover a fire

- Raise the alarm immediately.
- Call the Fire Brigade by dialing 999
- Do not put yourself or others at risk.
- If you have been trained and it is safe to do so, and only after ensuring that your escape route is to your back and available to use, you may attack the fire using the appropriate fire extinguisher.
- If the fire continues to grow it should be left and you should immediately evacuate the building and report to the assembly area.

If the fire alarm is raised or sounds continuously:

- Evacuate the building immediately, do not stop to collect personal belongings.
- Close all doors behind you.
- Do not attempt to fight the fire unless it is preventing your escape
- On leaving the building report to the Fire Assembly point located at the front of the building in the car park.
- If no one has reported the fire, call the Fire Brigade by dialing 999
- Do not re-enter the building until told it is safe to do so by the Fire Warden

Designated Fire Wardens

- Ensure everyone leaves immediately and do not stop to collect personal belongings.
- Assist those who may need assistance to evacuate.
- conduct a quick search of the premises, if it is safe to do so, to ensure that everyone has evacuated, closing all doors and windows, if time and safety permit
- Undertake a roll call at the assembly point.
- On the arrival of the Fire Brigade, if you suspect anyone is in the building inform them.
- When convenient, report the incident to the Hall Secretary.

On Calling the Fire Brigade

- Use a mobile phone or telephone and dial 999
- Ask the operator for the Fire Brigade
- When the Fire Brigade answer, state the full address where the fire is at:-

The Howard Memorial Hall
72 Woodside
Wigmore
Gillingham
Kent ME8 0PN

- Do not end the phone call until the details have been repeated to you.