

Uplyme Village Hall

Emergency Evacuation Plan

In the Event of a Fire or some other Emergency

1. **Take Command!**
2. Give loud and clear instructions
3. Activate alarm system call points if safe to do so
4. Tell everybody to immediately evacuate the building using the nearest available exit and give assistance as necessary
5. Go to 'Assembly Point' (top area of front car park) and wait for instructions
6. Call the Fire Brigade 999 and give this address-

**UPLYME Village Hall
Lyme Road
UPLYME
DT7 3UY**

- Check every room, which is safe to enter, to ensure everyone has left the hall.
- Fire extinguishers should only be used to clear a safe passage to an escape route
- Once outside, at the 'Assembly Point', check that everyone is accounted for
- Check the road and area around are clear for emergency vehicles
- On arrival of the Fire Services, the hirer should report to the Fire Officer in charge that all persons are safe or should inform them of their last known position
- Do not allow anyone to re-enter the hall until the Fire Services say it is safe to enter
- Contact a hall officer by phone

Please note that all incidents, no matter how small, must be reported to a Hall Officer

Hall Officers Contact Details

Chair: Pete Hackett 07770 624879
Vice Chair: Paul Oakley 07717 863859
Manager: Amber Hussey 07789 518232