

IN THE EVENT OF A FIRE (Emergency Plan)

- Activate the Fire Alarm (On the wall in the main corridor of the Building)
- Take command – give loud and clear instructions to immediately evacuate the building and gather on the grass at the far end of St Pancras Green, at the junction with Lockitt Way. Take the Attendance Record Book with you.
- Check every room that it is safe to enter, to ensure that everyone has left the building.
- 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:

Kingston Community Pavilion

Church Lane,

Kingston, East Sussex BN7 3LN

- Check that the road and area around the building is clear for the emergency vehicles.
- Ensure someone waits in a safe location, to speak to the emergency services when they arrive.
- Do not allow anyone to re-enter the building until a fire officer tells you it is safe to do so.
- Contact a member of the Pavilion Committee on one of the numbers shown below:-

Terry Krejzl 07976 914109

Fiona Harrison 01273 475148

Jerry Sinclair 07966 320310

KINGSTON COMMUNITY PAVILION

SAFETY GUIDANCE

YOU THE HIRER ARE THE “RESPONSIBLE PERSON”

- At all times the hall is in use, you, 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 the safety of others, not the building!
- Take particular care regarding Covid (see COVID- 19 Risk assessment and special conditions)

BEFORE YOUR EVENT STARTS

- Check exit routes are not blocked, for example by tables or chairs.
- Check the Fire Extinguishers are clearly visible.
- Check that no “doubtful” looking electrical equipment or extension leads have been brought into the building.
- Check the location of the First Aid box. (Should be on the kitchen work surface.)
- Check you have a mobile phone with a signal.

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 nothing likely to cause a fire is taking place!
- Be vigilant for 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:-

24 Seated or 35 Standing

- As the hirer you should be able to contact any and all persons attending your event - particularly during COVID epidemic. (see COVID- 19 Risk assessment and special conditions)
- Should any form of accident occur, please enter details in the Accident Book (located in the kitchen) and inform the Pavilion Booking Secretary.