Ruspidge Memorial Hall
Ruspidge Road GL14 3AE

Emergency Procedures

Ruspidge Memorial Hall Committee is responsible for ensuring that the Hall is safe and has the appropriate signs, fire fighting equipment and emergency lighting. It is also responsible for ensuring the safety of any electrical equipment belonging to the Hall.
Hirers of the hall are legally responsible for the safety of people attending their sessions. They must be prepared for an emergency and need to plan beforehand. This is particularly important if they are not familiar with the layout of the premises.

The Hall has no telephone so you are advised to bring a fully charged mobile phone.

Fire Exits   Upper Hall Fire Exits (2):- main entrance & side exit (with disabled access ramp)
Lower Hall Fire Exit   (1):- main entrance

Fire extinguishers Upper Hall:- at main entrance (both water and Carbon Dioxide)
Lower Hall:- in "committee room" (both water and Carbon Dioxide)

Fire blankets   Kitchen in Upper Hall and just inside "committee room" in Lower Hall

Plan of Hall   Plan shows the layout of the Upper Hall, including location of heating switches, gas cut off valve and electrical consumer unit. It is on the notice board between the main door and the top hall.

Assembly Point:-   **Ruspidge playing field**   (from Hall, turn left along Ruspidge Rd)
Select either the area at the foot of the playing field steps, which is lit by street lights after dark, or the Multi Use Games Area (MUGA) which has a hard surface and is fenced. A button on the MUGA control box will switch on lighting for an hour at a time (up till 9pm).

Planning before the event
- Designate at least two people to be responsible for taking action in the event of a fire - one to check that everyone has left and one to deal with the emergency services
- If possible, **keep a record** of the people in the Hall so that you can check that everyone has been evacuated from the building
- Decide how to raise the alarm (shouted warning, whistle etc.)
- Decide how you would help vulnerable people (children, the elderly, the disabled)
- Decide on an Assembly Point (see above)
- If using own electrical equipment, you may need to get it tested (see terms and conditions)

Briefing those attending
- How a warning will be given (shout, whistle)
- Where the emergency exits are. If there is a fire, they must leave by the **nearest** exit
- Only take valuables immediately to hand; there should be no delay to collect belongings
- Location of Assembly Point

Monitoring during the event
- Ensure emergency exits remain unobstructed
- Do not lock any doors when people are inside the building
- The external iron gates should be fully open when Upper Hall is in use
- Ensure no naked flames are started (candles, fireworks, portable gas fires etc)
- Ensure no overcrowding (Upper Hall - max 150, Lower Hall - max 50)

In case of fire
- Call the Fire & Rescue Service by '999' (mobile phone).Hall's address is at top of page
- Check everyone has left, including a check of the toilets
- Close all doors and switch off any appliances or equipment, if it is safe to do so
- If fire is in Upper Hall, evacuate Upper Hall and then check Lower Hall (accessed by outside steps). Similarly, if fire is in Lower Hall, evacuate and then check the Upper Hall
- Meet the Fire & Rescue Service and explain what has happened
- Tackle small fires using one of the extinguishers only if you feel it is safe to do so
- Keep everyone at the Assembly Point until all are accounted for
- Searches for missing persons are only carried out by the Fire Service
- Only return to the building if authorised to do so
- Inform a committee member **as soon as is practicable** after the event

Revised July 2021

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