



YARM FELLOWSHIP HALL

EMERGENCY PLAN

This Emergency Plan has been drawn up by Yarm Fellowship Committee and was adopted by the Committee on 29th May 2025

The Fire Evacuation Plan showing fire exits, routes, signs and equipment is included in this document.

The essence of the emergency plan is to preserve life. Therefore if there is a fire, the building will be evacuated immediately; a fire will only be tackled if trained individuals feel it is safe to do so.

The building is not left unattended when unlocked. There are occasions when there may be a small number of people in the building (eg cleaners, workmen and committee members). All key holders are made aware of the fire exits and evacuation procedure. On occasions when there are concerts or events in Hall there is always a responsible person present (see below). On occasions when the Hall is hired out to a third party, this plan will be made available to the hirer.

Responsible people are: the Trustees.

Location of exits, routes and equipment: **all are shown on the attached outline drawing of the Hall.**

Fire Alarm: the Fellowship Hall is fitted with fire detectors and break glass alarms. Please note, the detector is an audible alarm and is NOT connected to the fire brigade. Please use a mobile phone to call 999. Upon activation or observation of a fire, the hall must be evacuated.

Evacuation instructions for ‘responsible people’: in an emergency, the main priority is to get people out of the building as quickly as possible. In the event of a fire the responsible people will take charge directing people using the Hall. If the PA system is used, those with hearing aids can receive instruction via the loop system. Do not use a fire extinguisher to fight a fire unless you are trained to do so, but there may be others so trained in Hall. The main **emergency exit** is the main entrance to the Hall – open the double doors if possible. The second **emergency exit** is the ramp

entrance to the hall which has a push exit system on the outer door – open the inner double doors if possible. The third **emergency exit** is in the cloak room/toilet area between the ladies toilets and the disabled toilets. The door has a push bar exit to the walkway down the side of the hall. Any people in the kitchen have a choice of two exit routes. Any people in the downstairs store or upstairs store need to return to the main hall.

Lead all people out of the Hall, warning about traffic on the road outside, to the assembly point on West Street away from the hall, paying particular attention to any people with disabilities, and checking as far as possible that all people in Hall have left. Ensure the Fire Brigade has been called (999) and report to them on arrival. Ensure no-one returns to the Hall until the Fire Brigade has given permission.

Equipment: there are **four foam fire extinguishers** in Hall, sited near each of the three fire exits and outside the kitchen. There is a carbon dioxide fire extinguisher located in the disabled access lobby. No member of the Yarm Fellowship Committee has been specifically trained in any aspect of dealing with fires and other emergencies, though some members may have been trained in using fire extinguishers and first aid in their life outside Hall. A **fire blanket** and foam extinguisher are located in the kitchen. The **First Aid Box** is in the kitchen. The **Accident Book** is in a kitchen cupboard.

Wheelchairs: there are two emergency exits suitable for wheelchair use. The disabled access door and the door in the cloak/toilet area.

Assembly Point: on West Street (not in front of the building)

Fire Brigade: If smoke or a fire is observed the Fire Brigade should be called even if the fire has been put out as fires have been known to reignite. The person calling the Fire Brigade or the Responsible Person present should report to the Fire Brigade when they arrive and ensure as far as possible that access by the Fire Brigade to the Hall is not obstructed.

Checking of Equipment: The Trustees are responsible for frequently checking the presence of fire extinguishers, the fire blanket and the First Aid Box. The latter should be checked monthly and recorded on a log kept in the first aid box. The fire extinguishers are checked annually by a professional company. The Trustees are responsible for replacing any missing, damaged or inoperable equipment, and replacing used fire extinguishers.

This emergency plan will be reviewed annually at the Fellowship Hall Trustee AGM.

