



LETHAM VILLAGE HALL

Auldbar Road
Letham
Angus
DD8 2PD

INSTRUCTIONS FOR PERSONS NOMINATED AS FIRE WARDENS

Where 12 persons or more are in the hall, or there are a significant number of children or persons requiring assistance if evacuated; suitable 'Responsible' persons should be nominated from within the group as 'Fire Wardens'.

Although the Hall is provided with an integrated fire alarm system, person(s) should be nominated to take whatever action is required and to provide control and management of any situation as a member of the Hall Committee may not be present.

The 'Duties and Responsibilities' of the nominated Fire Warden(s) are as follows:

Hi Visibility (Hi Vis) vests. These are provided in the Crosston Room near the main hall entrance and in the Burnside Room at the rear of the hall. They are not required to be worn for the duration of the hall hire period, but should be kept close at hand. They identify the wearer as a Fire Warden and provide easier recognition during darkness or blackout situations to other hall users and the Emergency Services. They **MUST** be replaced in their original positions at the end of the hire period.

Evacuation. In the unlikely event of an evacuation being required, the Fire Warden shall be aware of where to activate the nearest Manual Fire Alarm Call Point should the alarm not automatically sound. The Fire Warden should familiarise themselves with the building layout and location of exits and equipment. The number of persons present may dictate that more than one Fire Warden is required. Areas such as toilets and smaller rooms must be checked to ensure that no one is left behind during an evacuation. Persons requiring assistance to evacuate, should be assisted to the nearest or safest exit.

Emergency Equipment Layout Plans. These plans show the layout of the premises and the locations of equipment. They are posted at various locations within the hall. If an alarm is initiated either automatically or manually, the emergency services **MUST** be informed by calling 999 or 112. Contact should also be made with a [Hall Committee member](#).. Any alarm should be treated as genuine until such time as investigation proves otherwise. Better to check than to assume and there be a loss of life or property.

Mustering and Accounting for Persons. To ensure that all persons are correctly accounted for in the event of an emergency, the number of people in attendance for the hall should be known.



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A signing in and out register is the best option, but it is difficult to ensure that all persons remember to do this. Another option is to have a head count just before the event starts, but not to forget to include any late-comers. Problems can occur at an evacuation muster, if people decide to leave, rather than be waiting to be accounted for.

Briefing. Before a meeting or event starts, is it good practice to remind people that in the event of the fire alarm sounding, it must be treated as a genuine alarm, unless otherwise notified. Persons present must be requested to follow the evacuation and muster procedure and not go elsewhere.

Muster Point. The designated Muster Point is at the southwest corner of the car park at the bottom end of the Bowling Club building. This is the area of at least risk and will allow further escape along Burnside Road if required. It will help maintain unobstructed access to the hall by the emergency services. Once the muster is complete and all is declared safe, it may be possible to continue the event or the event may be cancelled.

Use of Provided Fire Appliances. If possible the fire may be tackled with the fire appliances supplied. This is provided that the person doing so feels confident in using the appliance AND is capable of making a safe escape. No-one should feel obliged to save property; the important thing is to save life. Remember - Buildings can be rebuilt, lives cannot!

Training and Information. Training and more in-depth information can be provided to those persons nominated as a Fire Warden. Although an important role, it should not be beyond the ability of a fit and active person, preferably someone who can remain calm in a situation.

End of Hall-Hire Checks. At the end of a hire period, the Fire Warden should check the areas of the premises used for the meeting or event to ensure safe conditions. This includes ensuring all lights are off, windows and doors closed and locked and Hi-Vis vests returned to the where they obtained.

In the event of a fire:

**RAISE THE ALARM
EVACUATE PEOPLE
INFORM FIRE & RESCUE
ENSURE SAFETY OF ALL**