



Devon  
EX167AF

# HALBERTON VILLAGE HALL

## Fire Safety Guidance and Emergency Plan for Hirers

Charities Number: 300845

### **SAFETY GUIDANCE**

**YOU, THE HIRER** are the '**RESPONSIBLE PERSON**' in the event of a Fire or an Emergency within Halberton Village Hall during your hire of the Village Hall.

*At all times whilst Halberton Village Hall is in use, the '**RESPONSIBLE PERSON**' must be in charge, and ready to take control of any incident. Please read and become familiar with this Guidance.*

**Your priority should always be first to Save Lives and, once this is done, then the building, if it is safe to do so!**

#### **BEFORE YOUR EVENT STARTS:**

- Check where the Village Hall 'Fire Exits' are; green lights.
- Check that all Village Hall 'Fire Exit' routes are accessible, i.e. not blocked by tables, chairs or boxes.
- Check where the Village Hall's Fire Extinguishers are positioned, and the different uses of the water and powder fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Make your Attendees aware of the Village Hall's 'Fire Exit' routes, and the 'Assembly Points' in the event of a fire or an emergency.

#### **DURING YOUR EVENT.**

- Know the number of attendees that are present at your event.
- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance ramp, so that wheelchair users and those with prams/buggies can leave the Village Hall safely.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames).
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

### **EMERGENCY PLAN.**

## In the Event of a Fire or some other emergency; **Take Command!**

### Give loud and clear instructions.

- **Tell everybody:**
  1. *to evacuate the building immediately in an orderly manner using the nearest available exit and make sure Hall users with visual or hearing difficulties & wheelchair users are given assistance as necessary.*
  2. *Gather at the 'Assembly Points', i.e., by the entrance to Chapel Close over the road opposite the front of the main building for non-disabled persons, or the disabled or main car-parks for disabled persons and their assistants and then wait for further instructions.*
- *Start the Village Hall Fire Alarm – by using the 'break glass point' located at any of the exit routes.*
- *Do not attempt to tackle a fire unless trained and confident to do so.*
- **Call THE FIRE BRIGADE - DIAL 999 and give this address:**

Halberton Village Hall  
18 High Street  
Halberton  
Tiverton  
Devon  
EX16 7AF
- Check every Village Hall room that it is safe to enter, to ensure that everyone has left the Village Hall.
- Fire extinguishers should be used to clear a safe passage to a Fire Exit.
- Once outside, at the 'Assembly Points', check that everyone is accounted for.
- Where ever possible check that the road and the area around the Village Hall is clear for the emergency services vehicles.
- Do not allow anyone to enter the Village Hall until a fire officer tells you it is safe to do so.
- Ensure a key holder remains available to give the Fire Brigade access if necessary.
- Contact a member of the Halberton Village Hall Management Committee on one of the telephone numbers shown below:

Chairperson	
Secretary	
Treasurer	
Trustee	
Trustee	
Trustee	

Reviewed August 2025

*Halberton Village Hall Trustees have discussed and agreed the above policy.*