

## Emergency evacuation procedure for the

## Memorial Hall, Criccieth

### General

Please be familiar with the layout of the building especially with regards fire exits, which may be different to other access doors. The position and type of fire extinguishers and fire alarm location should also be noted.

The FIRE EXIT doors are specifically designated as fire exit routes and will have any change of direction highlighted via the fire exit arrow signs.

**It should be noted that the double doors to the memorial area and thus the main front doors are not designated fire exit routes as not all of the doors open outwards.**

The attached hall layout drawings show the position of all emergency exits and access routes, fire extinguishers and fire alarm positions. Please use these to familiarise yourself with the layout of the hall before your event commences.

For information; the main hall is protected by both heat and smoke detectors which will automatically trigger the alarms. The main fire alarm panel is connected to our monitored security alarm system.

The main fire alarm panel is located in the ticket booth on the wall opposite the door. See the attached drawing for its location.

Under no circumstances should the fire alarm system be set to silent or switched off or in any way altered as this endangers the lives of people using the hall and will cause any event to be stopped and/or cancelled immediately.

If smoke machines are to feature during the performance, prior permission must be given by the Memorial Hall and a nominated hall trustee must be in attendance and in direct manual control of the fire alarm.

### **Responsible Person and Stewards**

The Hirer is responsible for appointing a Responsible Person who must be the point of contact for emergency procedures. His/her responsibility is to liaise with the other stewards to ensure safe evacuation of the building and to ensure that those stewards have a clear understanding of their duties.

Before the event begins the responsible person must ensure that the emergency exit sign lights are on via the on/off switch which is located on the wall to the right of the ladies toilet (switch ref DB1X/2).

The Responsible Person must ensure there are sufficient stewards for the event and normally these should be allocated to each escape route from the main hall i.e. 2 personnel on the balcony (if in use), 2 covering either side of the stage and 2 covering either side of the bar/serving areas.

The Responsible Person is to ensure that these stewards must be familiar with the hall layout, emergency exit routes and the emergency procedures.

Those persons acting as stewards should be clearly identifiable by name badges or similar.

For events involving few participants, the Responsible Person must, before the event begins, ensure that everyone is made aware of the emergency exit locations.

If you are in any doubt with regards whether your event falls into this category, then please obtain confirmation from the Memorial Hall prior to your event commencing.

## **Emergency and Evacuation Procedure**

In the event of the alarms sounding indicating a fire or other emergency that requires evacuation from the hall the following is to be undertaken:

- The responsible person must determine the nature of the emergency, without endangering themselves or others, and to inform the other stewards of the type of emergency and whether an evacuation is required.
- If an evacuation is deemed necessary then the responsible person is to notify the audience that an evacuation is required. This to be undertaken verbally from the stage, via the halls microphones or other suitable point depending on audience size and its location.
- In case of fire if the alarms are not sounding, the responsible person, or designated deputy, is to activate the nearest alarm points, which are shown on the accompanying drawings.
- The door stewards are to open all of the emergency exits which are shown on the accompanying drawings.
- The stewards must ensure a safe orderly evacuation of the building paying particular attention to any disabled persons attending and their nearest suitable escape route whilst ensuring their own safety at all times. The main escape route for disabled persons being opposite the main toilets.
- In addition the stewards must make note of any persons using the dressing rooms and toilets and to ensure they are evacuating the building in accordance with their designated escape routes.
- The responsible person must notify the fire brigade by phoning 999 and informing the emergency services of the nature of the incident and the halls location/address even if he or she believes others may have done so and at the earliest possible time this can be done safely  
Criccieth Memorial Hall, High Street, Criccieth, LL52 0HB.
- The assembly point following evacuation is the area of lawn to the front of the hall.
- The stewards must ensure that no persons are allowed back in the hall until the emergency services have declared the building safe to do so.

- If safe to do so, the ticket stubs should be retrieved for a numbers check of those evacuated.
- The responsible person should make themselves known to the emergency services upon their arrival.
- Should there be no member of the Memorial Hall Management Committee at the event the responsible person or other, must make every attempt to contact a Committee member as soon as practicable
- If the fire alarm sounds and it is deemed a false alarm by the Responsible Person then that person should notify a member of the Memorial Hall Management Committee or one of the hall caretakers immediately.

The hirer is responsible for ensuring that these and all other precautions are taken to ensure the safety of all users and the property.

#### **EMERGENCY CONTACT NUMBERS FOR MEMORIAL HALL MANAGEMENT**

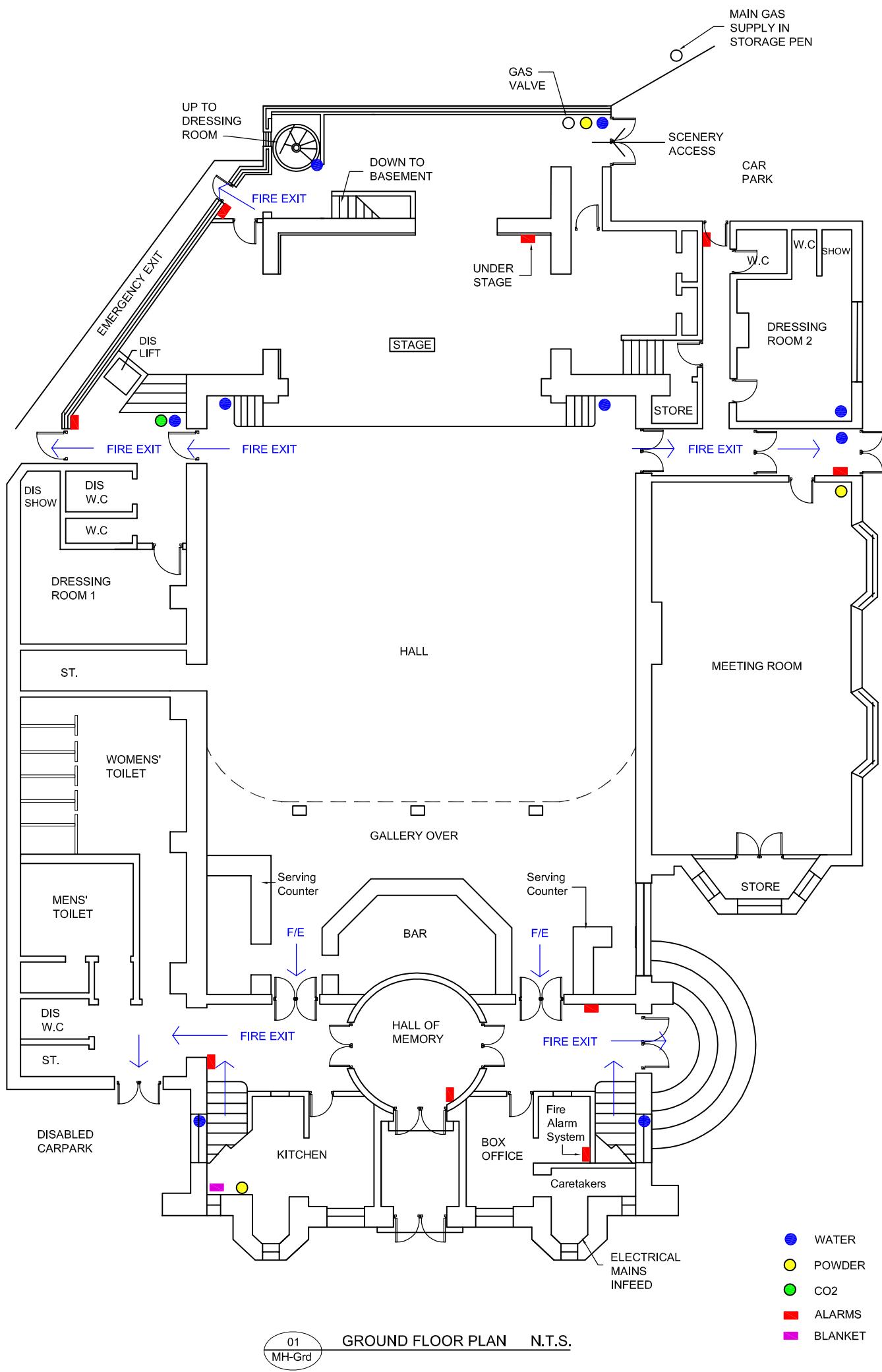
Caretakers: 01766 522534 or 01766 522121

Chairman: 01766 523566

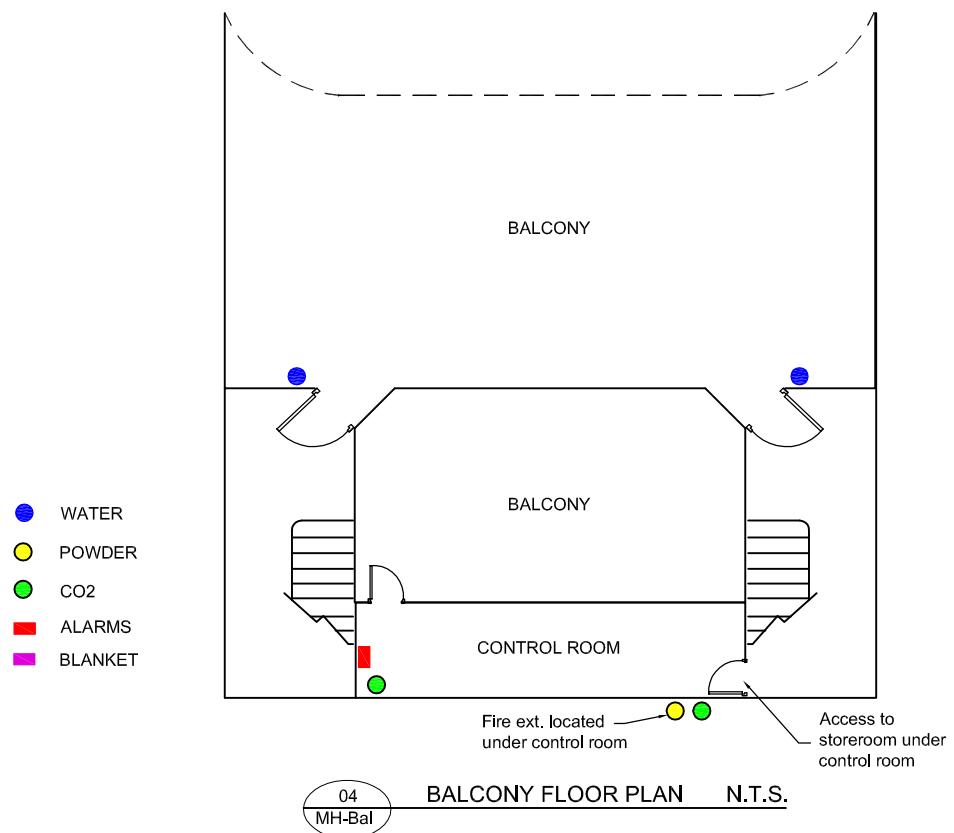
Deputy: 01766 522249

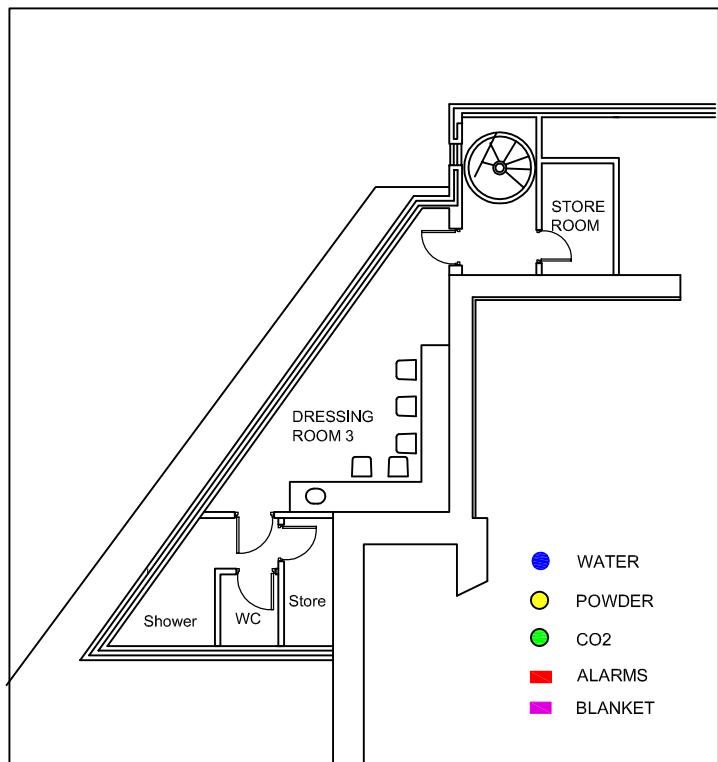
Secretary: 01766 523790

Bookings: 01766 523672

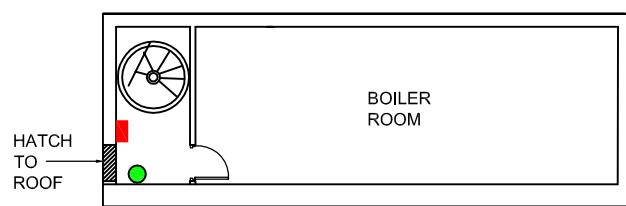


## FLOOR PLANS OF NEUADD GOFFA CRICCIETH MEMORIAL HALL





02  
MH-1st      FIRST FLOOR PLAN      N.T.S.



03  
MH-2nd      SECOND FLOOR PLAN      N.T.S.