

EMERGENCY ACTION PLAN (EAP) Garway Village Hall

To be read and accepted along with building layout plan and T&Cs

Activity:		Event Date:	
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PRE EVENT

For Key Safety & Emergency Personnel &/or Responsible Person for Hire:

1. Key personnel to **meet, walk through evacuation procedure** familiarise all exists, assembly points, first aid areas and emergency contact sheet (**Note: Fire Panel not linked to Fire Brigade**) and **Kitchen Hatch will automatically close when fire alarm goes off.**

Loading Bay near back door: This can be used to bring items in and out, **however, vehicle must then be removed as this is evacuation route.** **LOADING BAY AREA SERVICES 3 FIRE EXITS**

2. **Number of Volunteers Recommended for your hire/event:**

	Number
• Fire evacuation marshals/helpers (guide people out of building)	
• Chaperones for wheelchairs or slow walkers (children with parents)	
• Defibrillator (AED semi auto) in Reception on wall by light switch	
• Public Access AEDs located: ○ Garway School on fence by main gate entrance & Garway Moon Pub	
• First Aiders (qualified and/or non-qualified)	

3. **Assign "Check Areas" to Nominated Volunteers:**

AREA 1	AREA 2	AREA 3	AREA 4
• Green Room (upstairs) • Back Stage & WC	• Main Hall	• WC (Gents, Ladies, Disabled) • Outreach/First Aid Room	• Kitchen • Café Bar • Reception

4. **Building Layout Plan:** This is a visual to help you plan your event safely. Think about evacuation route navigating around the furniture and keeping fire exits and routes clear. Fire Exits and Corridors must be kept clear. Wheelchair evacuation chaperones identified, wheelchair in reception.
5. **Parking Marshalls:** Allocate if appropriate, ensure they have a torch at night (reception behind printer), high viz tabard (community box under reception). Helps maximise spaces, advise others to park main road when full.
6. **First Aid Room:** Outreach Room (*if relevant for your hire*)
 - Types of wounds likely at event: - (revise each event example below)
 - Cuts from broken glass
 - Slippage on liquid – twisted ankle, concussion or fractures from fall
 - Asthma or Panic attack (e.g. smoke/haze special effects, can also cause late onset symptoms)
 - Epileptic seizure (Petit or Grand Mal) from lights
 - Vomiting – alcohol related
 - Aggression - alcohol related
 - Heart attack/Stroke
 - Burns – electrical (band & tech team)

- 7. First Aid & Eyewash Kits:** 1 in Café bar 1 in Kitchen, eye wash kit in main kitchen.
- For large or specific events, review if you need to bring any additional items (examples below)
 - Extra bandages
 - Bodily Fluid granules or sachets (none at building)
 - Steristrips (administered if insured) (none at building)
 - Saline grab bottles or pods (café area) (e.g. smoke/haze special effect machines)
 - Fire Blanket – consider in Tech Corner (SW main hall) if lots of electric kit in use
- 8. Transient Audience:** Where people will come and go through an event, ensure allocated volunteers know their roles regards first aid and evacuation.
- 9. Crowd Communication Static Audience:** **Nominate person to announce fire evacuation procedure and first aid post location. (Skip to next section if not relevant to your hire)**
- Example: “In the event of emergency evacuation, please adhere to Fire Marshall Instructions and emergency fire exits are here, here and here, to assembly point is car park, first aid room today is located in the Outreach Room (or main kitchen)*
- Include “on needs basis” the following: Example below when “stage in place” Panto, or a talk**
- When stage set up for large performance, curtains in place and situation arises when exit via Stage Left may be required by the audience. e.g. fire at the South end of hall (electrical) meaning that South exit is compromised.... example words below:
- “In the event of fire at the South end of the hall that fire exit will be compromised, Fire Marshalls will direct you out of the West Emergency Fire exit [POINT stage right] and some will be guided via the fire route stage left [POINT stage left], the Casts Prompt will pull back the curtain so you may exit past the stage via the rear North Fire exits” Let’s hope this is not required!!*
- 10. Please do your own risk assessments for your hires, templates available on request.**

PRE EVENT OUTCOME NOTES:

SECTION 1

EMERGENCY EVACUATION & EMERGENCY FIRST AID

KEY POINTS

Call 999, ask for **FIRE, AMBULANCE or POLICE**

- **Garway Community Centre, Garway, Hereford, HR2 8RQ**
- **Grid Reference: - SO462227 or what3words: Famed Grows Tolerable**
- connect mobile to wifi for signal, EE or Three may work on patio if wifi down)

Preservation of life overrides all other considerations, such as collecting possessions and extinguishing the fire. Trained personnel may attempt to extinguish where appropriate.

Close internal doors as people evacuate outside.

ASSEMBLY POINT Car Park (follow direction signs as you go through each emergency fire exit)

FIRE EXIT DOORS

Main Hall	- 2 external panic push bar doors
Back Stage	- 1 external panic push bar door to car park via loading bay
Green Room	- Down the stairs via the Back Stage Fire Exit
WC area	- Via Fire Exit with panic bar and the <u>unlocked Back Door</u>

- Café Bar - Garden double doors to patio (assisting larger numbers) has thumb turn to open the right hand door
Reception Main Door **unlocked** via thumb turn

INTERNAL ROUTE Main Hall - Double doors Stage Left *

- **Note for Stage*** Must allow **at least 1.5m arc clearance** from doors, wall & proscenium arch to stage edge allowing clear passage. If unsure, please ask for assistance on stage set up where required.
- Any stage add on/runway must not impede route to Fire Exits.

EXTINGUISHERS

Black label CO2	Kitchen, Green Room Electrical plant machinery, Back Stage & Main Hall
Red Foam	Throughout building & attic (for Class A fires involving wood, cardboard, paper, straw, textiles, coal, sugar, solid plastics, rubber, furniture)
Wet Chemical	Main Kitchen (yellow label) fat etc
Fire Blanket	Main Kitchen

GRAB TORCHES: 2 located on the wall by the West emergency fire exit
1 located by the filing cabinet in Reception

FIRST AIDERS Grab first aid kits & AED if safe to do so, administer first aid outside if required.

SECTION 2

First Aid:

If **able** to walk Guide to first aid room (Outreach Room or Main Kitchen if allocated)

If **unable** to walk Call for help of first aider

Wheelchair: Located in Reception (flip the handles up to secure, open and push seat pad down)

First Aider to assess situation:

Option 1

Administer first aid in situ or

Relocate to First Aid room (outreach room or main kitchen if allocated) if safe to proceed

Option 2

Call 999 using a mobile, ask for **FIRE, AMBULANCE or POLICE as noted above.**

If heart attack suspected get **AED from reception** and use **as guided by Emergency Services operative over the phone or follow machine instructions.** Please let us know it has been used via first aid form and email.

SECTION 3

POST EVENT

- Review how hire event went and note any lessons learned for next time and constructive feed back to trustees welcome to help with continuous improvement.

Reporting Documentation: If required.

- First aid forms placed in locked post box by main door. Email hires@garwayhall.org to say completed. This will be followed up and reviewed at next Trustee meeting, filed in confidential file.
- Complete EAP if your insurance or organisation requires you to do so
- Complete **RIDDOR** report where necessary as part of post event reconciliation, copy to be handed to Trustees for filing in confidential file for review at next Trustee Meeting
- Review any Risk Assessments
- Email hires@garwayhall.org what items of first aid kit were used so they can be replenished

- If **AED used**, advise Trustees so they can arrange **machine reset**.

POST HIRE OUTCOME NOTES: Regular User Groups to keep their own record after each hire/event, raise any issues via normal route [hires@garwayhall.org](mailto: hires@garwayhall.org) so any issues may be resolved in reasonable timeframe.