**FIRE Safety Guidance and Emergency Plan for Hirers**

**Safety Guidance**

**YOU, THE HIRER are the ‘*RESPONSIBLE PERSON*’ in the event of a Fire or an Emergency within Lisvane Memorial Hall during your hire of the Hall. This is a legal duty and should be taken seriously.**

At all times Lisvane Memorial 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 these instructions.**

**Your priority should always be to Save Lives and not the building!**

**BEFORE YOUR EVENT STARTS:**

* Check that the Hall ‘Fire Exit’ lights are working.
* Check that all Hall ‘Fire Exit’ routes are not blocked, e.g. by tables, chairs or boxes.
* Check that you know where the Hall’s Fire Extinguishers are stored, 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 Hall look safe to use.
* Check that no balloons or other decorations have been hung within the Hall so that they could fall down and obstruct a Fire Exit.
* Inform all of your Attendees of the Hall’s ‘Fire Exit’ routes, and the ‘Assembly Points’ , at the corners of Heol-y-Delyn & Plas-y-Delyn in the event of a fire or an emergency.
* Keep a register of attendees, or at a minimum a head count of attendees.

**DURING YOUR EVENT:**

* Ensure that the Hall’s ‘Fire Exit’ routes do not become obstructed.
* Brief any disabled people and/or their assistants regarding their best evacuation route from the Hall in the event of a fire or an emergency.
* Ensure that no vehicle obstructs the Halls’ rear entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave the Hall safely.
* Ensure that emergency services vehicles have a clear access route to the Hall from the Street.
* 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 to**:
  + **immediately evacuate the building** using the **nearest available** exit; and
  + **gather at the ‘Assembly Point’**, i.e. Corners of

Heol y Delyn and Plas y Delyn

* **Start the Hall Fire Alarm** – by using the **‘break glass point’ located near the main exits**
* **Call THE FIRE BRIGADE** - **DIAL 999** and **give this address:**

**LISVANE MEMORIAL HALL,**

**HEOL-Y-DELYN**

**LISVANE**

**CARDIFF CF14 0SQ**

* Check every Hall room that it is safe to enter, to ensure that everyone has left the Hall.
* Fire extinguishers should be used to clear a safe passage to a Fire Exit.
* Once outside, at the ‘Assembly Point’, check that everyone is accounted for (use register or head count)
* Check that The Street and the area around the Hall is clear for the emergency services vehicles.
* Do not allow anyone to enter the Hall until a fire officer tells you it is safe to enter.
* Contact a member of the Lisvane Memorial Hall Management Committee on one of the telephone numbers shown below: -

Chris Williams T: 029 2068 9339, M: 07860 427197

Dave Cann M: 07565 996675

John Cranwell T: 029 2075 7032

Sue Johnson T: 029 2075 0974