

YETTINGTON HALL

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BUDLEIGH SALTERTON

EX9 7BN . What 3 words: settled.mouths.staring

FIRE EVACUATION PLAN

4 November 2025

Sound of the alarm

The sound of the alarm will be : A shout **FIRE FIRE FIRE**

Raising the alarm

If the fire is discovered by the hirer/event organiser or a visitor notifies the hirer/event organiser of a fire, the alarm will be raised by a warning shout : **FIRE FIRE FIRE**

Action hirer/event organiser should take on hearing the alarm

The following actions will be taken upon the fire alarm being raised:

- The hirer/event organiser will take charge and lead in fire evacuation.
- Dial 999 and request attendance by the Fire Service giving their name, name of building, building address (as detailed above), their contact number and details of the fire.
- The hirer/event organiser will commence evacuation of the building ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- The hirer/event organiser is to sweep the building to ensure all areas are clear (incl. toilet, kitchen and back areas), if safe to do so and ensure all doors are closed on the way out.
- If safe to do so electrical mains should be switched off before leaving the building. The location of these is detailed below.
- The hirer/event organiser is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at assembly point - roadside pedestrian gate- and check everyone is accounted for.
- The hirer/event organiser to liaise with Fire Service on arrival.

Escape Routes

The escape routes from the building are:

- Main Building - The main entrance and exit door in room.
- Church Hut - The main entrance

Fighting Fires - Extinguisher use

Fire extinguishers will only be used where:

- The hirer/event organiser or visitor feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, the fire is small.

The Hall is equipped with 2 types of fire extinguishers:

Main Hall

- 3 litre water extinguisher located in hall
- 2kg CO2 extinguisher located in hall

Church Hut

- 3 litre water extinguisher located in kitchen area
- 2kg CO2 extinguisher located in kitchen area
- Fire blanket located in kitchen area

Location of key safety hazards

Main fuse box: In main hall above kitchen units

External water supply tap: on western wall of Church Hut

Equipment needed to effect emergency plan

- Charged mobile phone
- Torch if event occurs after dark, especially in winter.