

# For all hirers of Aylesford Community Centre

## Emergency Plan for the Temporary Responsible Person

As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending. Please ensure you are familiar with the contents of this plan in advance of your event.

### Before the function you should be aware of:

- The location of the first aid kit.
- The location of the defibrillator and how to access it.
- The fire protection system, and how to activate it.
- Identify escape routes, exits, and assembly points.
- You must have a fully charged mobile phone for calling the emergency services.
- Be aware of the limitation on the numbers of people allowed in the hall.
- On entering check that chains or padlocks, have been removed from all fire exits and the routes to them are clear of obstructions and combustibles.

### Before the function you should know:

- The arrangements for the safe evacuation of everybody.
- The arrangements for means of escape for everyone and particularly disabled persons.
- The duties and identity of your staff that have specific responsibilities if there is a emergency.
- Who will be responsible for calling the fire and rescue service and any other necessary service.
- Your plans to deal with people once they have left the premises, especially children and the disabled.

### At the start of the function

#### you should notify all those present of:

- The emergency fire warning signal (a sounder and flashing light).
- Who is supervising.
- The location of exits and escape routes.
- The location of assembly points.
- To take only valuables immediately to hand and not to collect other belongings.
- What will happen after the fire (e.g. no re-entry until the fire service gives permission).

### During the function you should ensure that:

- Escape routes and exits do not become blocked.
- The smoking policy is adhered to.
- There are no naked flames (including candles).
- Rooms do not become overcrowded.
- If necessary the number of persons at the event is limited or controlled.
- Noise levels should not drown out the fire alarm.

### In the event of a fire

#### Always call the fire brigade, even for a small fire

- Ensure that everyone in the building leaves by the nearest fire exit.
- Check all areas are clear including toilets.
- Inform people to go to the assembly points at the far end of the car park or next to the children's play area.
- Meet the fire and rescue service on their arrival and notify them of any special risks you are aware of.

### In a medical emergency

#### Phone 999 and report the emergency

There is a defibrillator situated at the back of the main hall  
Break glass box for key to defibrillator  
follow instructions given inside the defibrillator cabinet.

For access to the defibrillator from the Kings Studio or Tremain hall  
Break glass box in Bar Lounge for access to the Main Hall where the defibrillator is situated. Break glass box for key to defibrillator follow instructions given inside the defibrillator cabinet.

**Notify the caretaker in an emergency  
07734 029342**