

Emergency Evacuation Plan

This Plan applies to all users of the Public Hall, Norman Centre and Council Offices.

If there is any doubt as to the meaning of the following, immediately consult the Town Clerk.

This Plan includes action to be taken in the event of a fire and the arrangements for calling the Fire Service. It may be necessary to nominate person(s) to implement your own fire action plan.

Before the event starts, the hirer and helpers (if any) should familiarise themselves with the location of all Emergency Exits, Fire Extinguishers and Fire Call Points – this may include some which are not in the immediate vicinity.

Emergency Exits

In the Public Hall these are in the following locations:

- Main Entrance
- Left hand side of the Hall exiting via steps on to Station Road
- Right hand side of the Hall exiting via steps on to the Lower Station Road Car Park
- Rear of the stage, exiting via metal steps to the entrance of the Lower Station Road Car Park

For users of the Norman Centre, the Emergency Exit is the main entrance.

For users of the Council Offices, the Emergency Exit is down the stairs to the main entrance to the Public Hall.

Emergency Exits **must not** be blocked by tables, chairs etc.

Fire Extinguishers

These are located in the following areas:

- Inner Lobby – 2 x Water
- Main Hall – Emergency Exit (Station Road) 1 x Water
- Main Hall – Emergency Exit (Lower Station Road Car Park) 1 x Water
- Kitchen – 1 x Foam 1 x CO₂ 1 x Fire Blanket
- Stage – Steps (Station Road) 1 x Water
- Stage – Steps (Lower Station Road Car Park) 1 x CO₂ 1 x Fire Blanket
- Changing Rooms – 1 x Fire Blanket in each Changing Room
- Changing Rooms – Emergency Exit 1 x Water with Additive
- Norman Centre – Kitchen 1 x Water 1 x Foam Blanket
- Norman Centre – Lobby 1 x CO₂
- Council Offices – Chamber 1 x Foam 1 x CO₂
- Council Offices – Kitchen 1 x Foam 1 x Fire Blanket

Fire Call Points

The entire building is covered by a Fire Alarm system, which is monitored by Southern Monitoring. The staff there **will not** contact the Fire Service. The Fire Call Points are located in the following areas:

- Inner Lobby – central pillar
- Main Hall – Left Hand Emergency Exit (Station Road)
- Main Hall – Right Hand Emergency Exit (Lower Station Road Car Park)
- Kitchen – Door to Lower Station Road Car Park
- Changing Rooms – Emergency Exit
- Norman Centre – Lobby
- Council Offices – Chamber

On Discovering a Fire

- Activate the Fire Alarm using one of the Fire Call Points
- Telephone the Fire Service – 999. The address and postcode for the property is:
Public Hall
Station Road
Budleigh Salterton
EX9 6RJ
- If possible, tackle the fire using the equipment provided. Do not endanger yourself or others in doing so
- Leave the building by the safest route ensuring all doors are closed behind you
- Do not stop to retrieve personal belongings
- Do not re-enter the building

Fire Evacuation

If the Alarm sounds, you should ensure that all occupants exit via the nearest Emergency Exit.

Current Fire Service recommendations are that able-bodied users should exit the building first.

Fire Assembly Point

The Fire Assembly Point is:

- The benches at the end of The Green opposite the main entrance to the Hall.