

NORTH WARNBOROUGH VILLAGE HALL

HALL EVACUATION RESPONSIBILITIES FOR LARGE EVENTS

For the purpose of this document the **RESPONSIBLE PERSON** is the hirer, event organiser, or designated **RESPONSIBLE PERSON** for the event. Prior to the event please make yourself fully aware of the NWVH Fire Safety and Emergency Evacuation Plan for Hirers as shown on the NWVH Website and on the Hall Noticeboards. On the day of the event, and prior to the start of the event, please ensure that all areas of responsibility shown on this form are covered, and that the person named understands their role in the event of an emergency. This form needs to be left in the kitchen of the Hall at the end of your event, regardless of whether you needed to implement the plan.

Event Name.....

Date of Event.....

Name of **RESPONSIBLE PERSON** at the event.....

The **RESPONSIBLE PERSON** will take the lead to evacuate the Hall as outlined in the NWVH Plan, displayed in both halls and on the NWVH Website.

Area(s) to be checked, or action taken	Person allocated to check/action	All clear	Report to Assembly Point
Call Emergency Services			
Chair & Table Store*			
Small Hall. Small Hall entrance Lobby and Toilet*			
Kitchen, Bar, Cloakroom +			
Main Hall Toilets x 3 +			
Assistance to Wheelchair users (if unaccompanied)			
Monitoring of Fire Exit Doors			

It would be acceptable for one person to fulfil the role shown as * and +