

Conway Hall Emergency Evacuation Plan For Hirers

Action to be taken upon the discovery of a fire:

1. Activate the nearest fire call point and **shout "FIRE"**.
2. If possible, notify the duty manager – **DO NOT PUT YOURSELF AT RISK** – the duty manager will hear the alarm.
3. **Leave the building** by the nearest available emergency exit.

Calling the fire brigade and who is responsible:

By duty manager

- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address, contact number and details of fire
- Pick up visitors signing in book/sheet from reception desk
- Staff will commence evacuation of the building in a calm and orderly manner
- Duty manager to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- Upper levels are not currently accessible to wheelchair users, and there currently are no lifts on site. Mobility-impaired staff should evacuate according to their 'Personal emergency evacuation plans (PEEPs)'. 'General emergency evacuation plans (GEEPs)' are in place for members of public who may visit the building (addendum to this plan). Both these will be implemented depending on whether any person subject to a plan is present on site
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- Liaise with Fire Service upon their arrival

All evacuees must make their way promptly to the assembly point and wait for further instruction from the fire brigade.

Emergency exits and escape routes

1. There are three emergency exits leading onto Red Lion Square, Lamb's Conduit Passage and Theobald's Road.
2. The two emergency exits leading from the stage end of the Main Hall and the stairs to the Green Room and Artists' Room lead out onto Lamb's Conduit Passage.
3. The left and back of the Balcony, Library and rooms above the Library escape down the main stairs through to the main foyer and out to Red Lion Square.
4. The right-hand side of the Balcony fire escape is down the East staircase leading to Lamb's Conduit Passage.
5. The offices, Brockway and Bertrand Russell rooms are closest to the Theobald's Road exit.
6. Main fire exits on to Red Lion Square and Theobald's Road are level access. Wheelchair-users and mobility impaired visitors should be evacuated accordingly.

Assembly point

In Red Lion Square by the Bertrand Russell statue. If the square is closed evacuees should assemble in front of the nearest closed gate to the Red Lion Square. **DO NOT STAND IN THE ROAD.**

Duties and identities of those with specific responsibilities

1. Duty managers are responsible for evacuating the building and calling fire brigade.
2. Duty managers and the Head of Operations have received Fire Warden training and act as such in the event of an evacuation.
3. To assist in the safe evacuation of all personnel, all hirers must designate a 'Responsible Person' who will ensure that everyone attending their event is made aware of these evacuation procedures. This task should be incorporated within the hirer's own obligation to carry out a risk assessment for their event.

Reviewed 6 August 2021