

CONWAY HALL

Fire Emergency and Evacuation Plan

Address of premises:	25 Red Lion Square, London, WC1R 4RL
Building name:	Conway Hall
Plan produced and/or amended:	21 January 2013
Name of person producing plan:	Dr Jim Walsh
Job title:	Chief Executive Officer

| 1

Action to be taken upon the discovery of a fire

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

Calling the fire brigade and who is responsible

Dial 9 999 on Conway Hall landline or 999 on any other phone.

By caretaker on duty

Evacuation procedures

Upon hearing the fire alarm, the caretaker on duty will evacuate the building and check all rooms to make sure there is no one left in the building. When all the rooms have been evacuated, the fire brigade will be called.

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 emergency exits leading onto Red Lion Square, from the entrance to Conway Hall, and out through the main corridor onto Theobalds Road.
2. There are two further emergency exits leading from the Main Hall (stage end) and the stairs to the Green Room, Artists' Road and Club Room. Both these emergency exits lead out onto Lamb's Conduit Passage.
3. The Club Room, Library, and rooms above the Library have got additional emergency escape routes across the roof and back in through the building on the Theobalds Road side.

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. Caretakers on duty are responsible for evacuation and calling fire brigade.
2. **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.**

CONWAY HALL

Fire fighting equipment

Fire extinguishers are placed visibly for immediate use around the building.

Specific arrangements for high fire risk areas

Each kitchen is provided with fireproof blankets and CO2 fire extinguishers.

Fire Control Panel

The Fire Control Panel is located by the front door in the foyer, near the Caretakers' office. It states on display the location of the activated fire call point.

Procedures for liaison with the fire brigade

The Caretaker on duty must wait for the fire brigade by the front door, if safe to do so, or at the assembly point if it is deemed unsafe to wait by the front door. The caretaker acting as a Fire Marshall should report to the fire brigade as to the location of the fire and also whether anyone might be trapped in the building.

Training

All caretakers have successfully completed their fire awareness course and there is always at least one Fire Marshall on site at all times. All caretakers have also had 'Emergency First Aid' training.