

GREAT OUSEBURN VILLAGE HALL

EMERGENCY ACTION PROCEDURE IN CASE OF FIRE

1. RAISE OR ACTIVATE THE ALARM
2. EVACUATE THE BUILDING AT THE NEAREST AVAILABLE EXIT
3. PROCEED TO THE DESIGNATED FIRE ASSEMBLY POINT (CHILDRENS PLAY AREA ADJACENT TO CAR PARK)
4. ONCE AT THE FIRE ASSEMBLY POINT, **DO NOT** LEAVE THIS AREA; JUST WAIT THERE TO BE ACCOUNTED FOR.
5. DO NOT RETURN TO THE BUILDING UNLESS YOU ARE TOLD TO BY ANAUTHORISED PERSON.

FIRE EXTINGUISHER LIST AND LOCATION

MAIN HALL

9Ltr A type WATER – Left of Stage FIRE EXIT

9Ltr A type WATER – Left of Bar FIRE EXIT

RECEPTION AREA

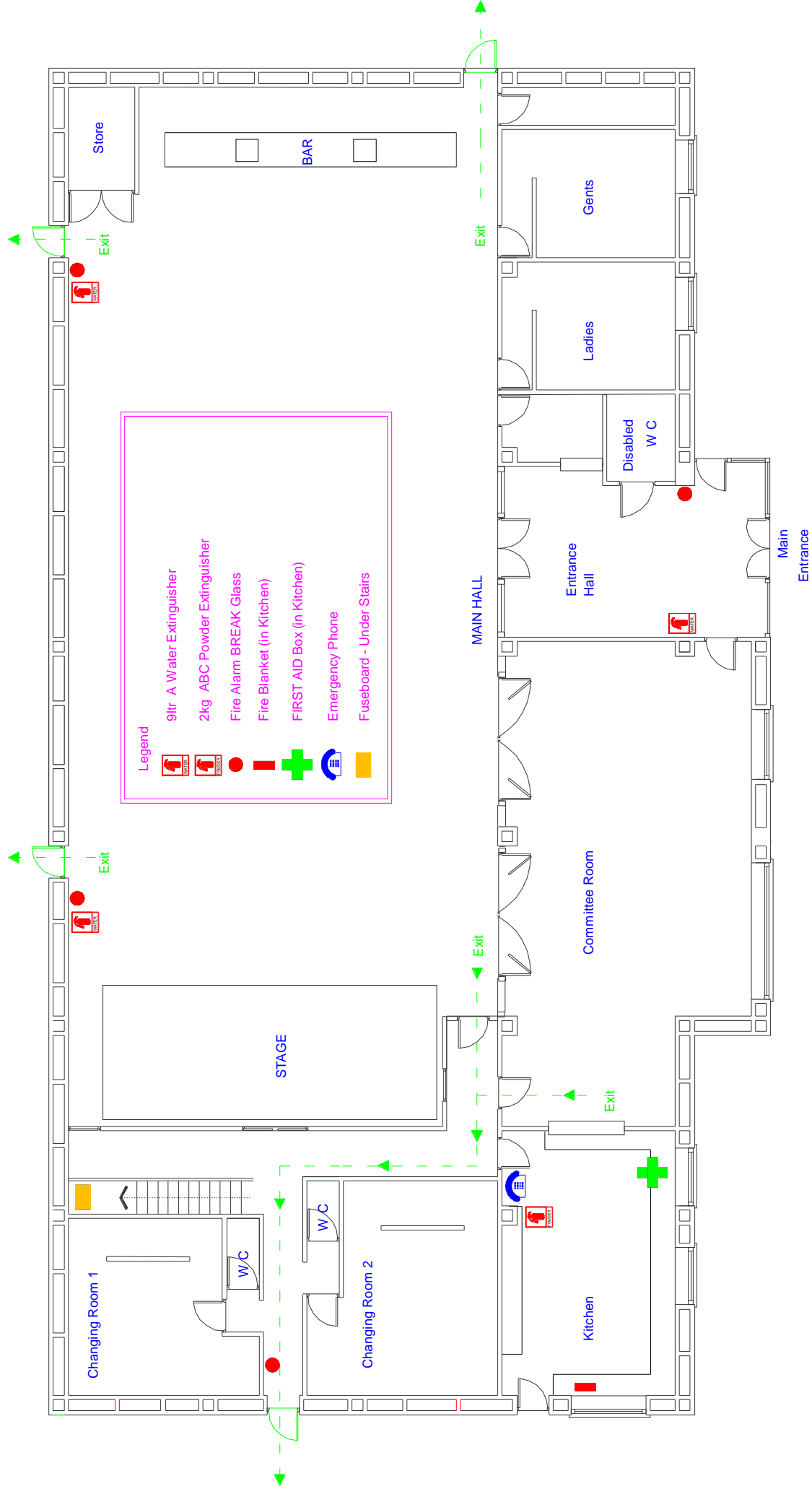
9Ltr A type WATER – Right of Committee Room Door

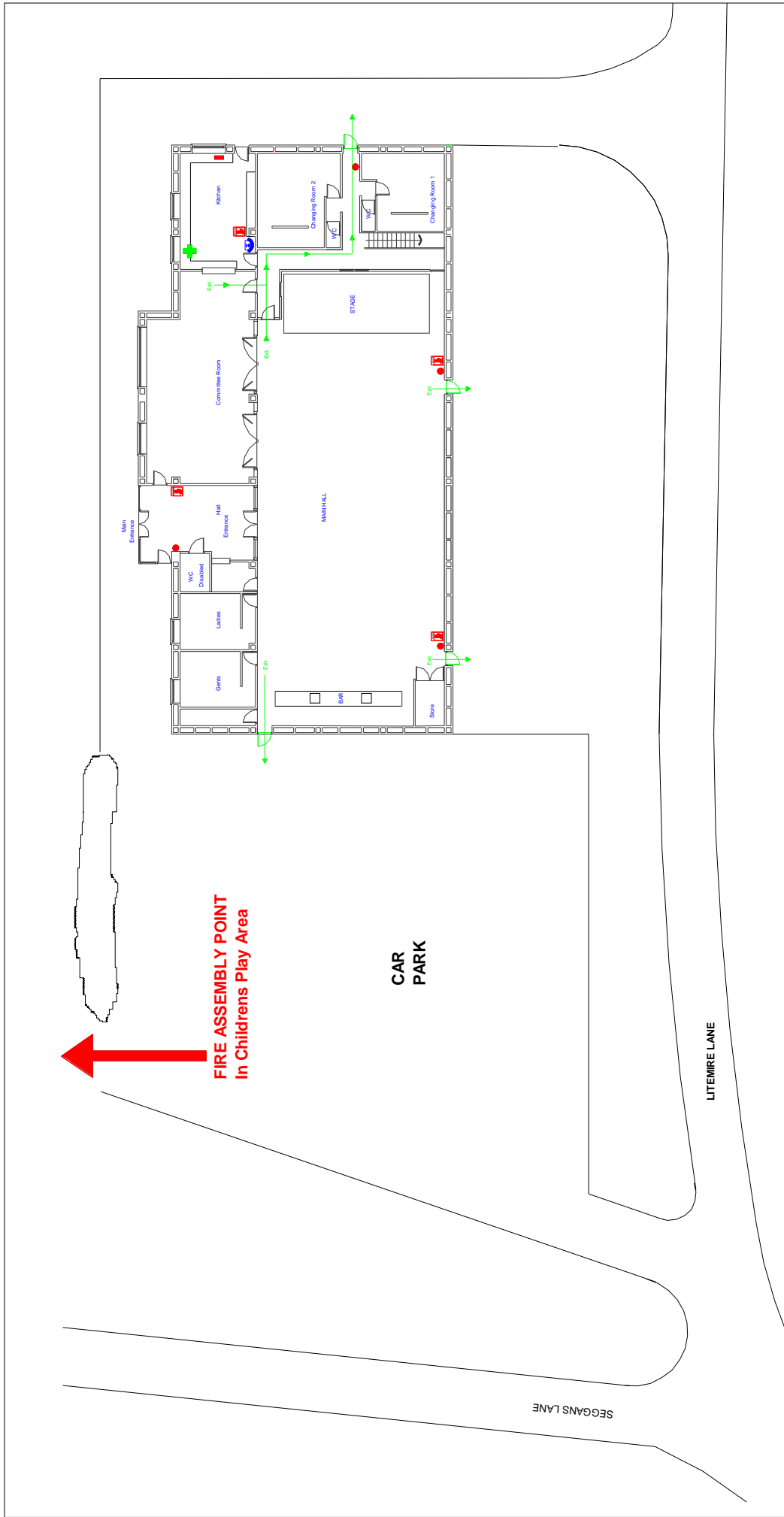
KITCHEN

6Kg ABC type POWDER – Left of entrance door

FIRE BLANKET -- Left of Rear Exit Door

GREAT OUSEBURN VILLAGE HALL - Safety Facilities





FIRE ASSEMBLY POINT
In Childrens Play Area

CAR PARK

SEGANS LANE

LITEMIRE LANE

GREAT OUSEBURN VILLAGE HALL

EMERGENCY PROCEDURES

ACCIDENTS

- See your group First Aider; .
- If severe Dial 999 and call an ambulance. – Emergency Phone is located in the KITCHEN
- A First Aid box is located in Kitchen
- Nearest casualty departments are;
Harrogate General Hospital- 01423 885959
York District Hospital- 01904 631313

OTHER IMPORTANT NUMBERS

- DOCTORS-GREEN HAMMERTON-01423 330030
- DOCTORS-BOROUGHBRIDGE-01423 322309
- POLICE – NON URGENT- 0845 606 0247

EMERGENCY CONTACTS

- KEITH SCOTT 01423 331235
- CHRIS BROWN 01423 330155
- RICHARD KAY 01423 324159
- PAUL THOMPSON 01423 330549

GREAT OUSEBURN VILLAGE HALL EMERGENCY PROCEDURES

IN THE EVENT OF AN EMERGENCY

DO NOT PUT YOURSELF AT RISK

**RAISE THE ALARM
INFORM OTHERS OF THE INCIDENT
SUMMON IMMEDIATE AND APPROPRIATE ASSISTANCE**

FIRE OR EMERGENCY DIAL 999 and give the following information;

**ADDRESS; GREAT OUSEBURN, VILLAGE HALL, LIGHTMIRE LANE,
GREAT OUSEBURN, YORK, YO269RL**

CONTACT NAME; Paul Thompson (GOVH Chairman)

TELEPHONE No. 01423 330549

CONTACT NAME; Chris Brown (GOVH Vice Chairman)

TELEPHONE No. 01423 330155

CONTACT NAME; Keith Scott (Gt. Ouseburn Parish Councillor)

TELEPHONE No. 01423 331235

Describe the nature of the incident and clear directions to the premises.

Agree a suitable meeting point with the emergency services.

Move any village hall users away from the danger area without endangering anyone.

IF your group uses any, inform the fire brigade of the location of any gas cylinders and chemical/substances that may be highly flammable, explosive, corrosive, poisonous, oxidising agent or gives off any noxious fumes.

NOTE: Usually there are no such materials at the hall.

All village hall users to go to fire meeting point in the car park.

Hazards

Chemicals	NONE - Domestic quantities of cleaning materials only
Flammables	NONE
Fuel (Heating Oil)	EXTERNAL - To the rear of the committee room
Pressurised gases	NONE

Fire Extinguishers	: See floor location maps
Mains water	: See floor location maps
Electricity isolation points	: See floor location maps

POLUTION RISKS AND SPILLAGES

Consider whether water (surface or ground), soil or air is at risk. Contain spillage whenever possible. Call Environment Agency (0800 80 70 60) and pass on information regarding type of spillage.