

# DORNOCH SOCIAL CLUB

## SAFETY GUIDANCE & EMERGENCY PLAN

### YOU - THE HIRER - ARE THE RESPONSIBLE PERSON

At all times the hall is in use the RESPONSIBLE PERSON must be in charge and ready to take control of any incident. **Please read and become familiar with these instructions.** Your priority is always peoples' safety and not the building.

#### BEFORE YOUR EVENT STARTS

- Check exit routes are not blocked.
- Check that fire extinguishers are clearly visible
- Check that no "doubtful" looking electrical equipment has been brought in
- Check that no decorations obscure fire exits or safety signs
- Check that fire exits lights are visible

#### DURING YOUR EVENT

- Watch that fire exit routes do not become obstructed
- Brief disabled people and/or their helpers on the evacuation routes
- Watch that no vehicle obstructs the main entrance
- Make sure that emergency vehicles have a clear access to the hall
- Watch that nothing likely to cause a fire is taking place
- Ensure that the number of people does not exceed the following :-
  - Struie Room 30
  - Main Hall 120 seated - 170 standing
  - Coffee Room 40
  - Bar 40
  - Dances 250 (entire building)

#### IN THE EVENT OF A FIRE

- Take charge – give loud clear instructions to immediately evacuate the building and gather and wait on the grass by the path to the Square.
- Check every room that is safe to enter, to ensure everyone has left.
- Fire extinguishers should be use to clear a safe passage to an exit
- Once outside check everyone is accounted for
  - Contact the emergency services – the address of the hall is :-  
**Dornoch Social Club, School Hill, Dornoch, IV25 3PF**
- Send a person to the Square act as a guide for the emergency services
- Do not allow anyone to enter the hall until a Fire Officer tells you it is safe
- Contact a member of the DADCA board :-

Carol Mackay 07708-767832

Dave Gibson 07713-98550

Kim Tewnion 07971-482287

Patrick Murray 07785-261110