

DORNOCH SOCIAL CLUB SAFETY GUIDANCE AND 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 on and 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 these figures

Struie room :-	30
Main Hall:-	120 seated audience
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
IV24 3PF**

- Check that the lane is clear for the emergency vehicles
- 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

Jerry Bishop 01862 810788
 Judi or William Sutherland 01862 811898
 Pat or Patrick Murray 01862 810282

DORNOCH SOCIAL CLUB - EMERGENCY EXITS

