Emergency Evacuation Plan

The Yarcombe Jubilee Hall

In the Event of a Fire or some other Emergency

**1 - Take Command!**

2 - Give loud and clear instructions

3 - Tell everybody to immediately evacuate the building using the nearest

available exit and give assistance as necessary

4 - Go to 'Assembly Point' (top area of front car park) and wait for instructions

5 - Call the Fire Brigade 999 and give this address-

**Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA**

* Check every room, which is safe to enter, to ensure everyone has left the hall.
* Fire extinguishers should only be used to clear a safe passage to an escape route.
* Once outside, at the 'Assembly Point', check that everyone is accounted for.
* Check the road and area around are clear for emergency vehicles.
* On arrival of the Fire Services, the hirer should report to the Fire Officer in charge that all persons are safe or should inform them of their last known position.
* Do not allow anyone to re-enter the hall until the Fire Services say it is safe to enter.
* Contact a hall officer by phone.

Please note- All incidents, no matter how small, must be reported to a Hall Officer

Hall Officers Contact Details

Chair: Helen Matthews 07858 625421

Vice Chair: Matthew Tomkinson 07720 293430

Secretary: Helen Parris 07966 035370

Treasurer: Philip Robinson 07709 169013

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

To be reviewed at least Annually

Next annual review May 2026