



Rockingham Meeting House Procedure for 100 or more people – Fire Safety

Events of 100 or more persons requires prior approval from the Vermont Department of Safety Division of Fire Safety and requires prior safety training to include exiting, balcony egress, and other life safety measures. The Town will be responsible for contacting the Vermont Department of Safety Division of Fire Safety for approval. Maximum capacity is limited to 200 persons.

Contact information:

Bruce Martin Regional Manager 802-885-8967

The Historic Preservation Commission Coordinator will contact the Division of Fire Safety whenever an event of 100 or more persons is scheduled and inform the regional manager of the date and time, and that the required training and conditions will be met. The HPC Coordinator will be responsible for ensuring docent and event holder are familiarized with the procedure. The Development Director will be back-up.

Also, for events with more than 100 in attendance, the contact person must arrange for parking attendants to control traffic flow and ensure there is access and egress for emergency vehicles, both along the Meeting House driveway and on Meeting House Road. Assistance with parking may be arranged with the Rockingham Fire Department by contacting Chief Denis Jeffrey at 802-463-3514 and by making a donation to these volunteers. (Suggested donation is \$75.) For groups of 100 or more that do not wish to use the fire department, a minimum of four volunteers are required to ensure that guests park efficiently and do not block access for emergency vehicles.

Procedure

- There must be an attendant at each exit door, who is familiarized with the life safety measures at this facility (people associated with the event, who understand the instructions)
- The attendants must keep the exit doors open, and
- In the event of a fire, must direct people to calmly exit the building and move away from the building, and,
- The attendants must know where and have access to the landline phone, and know to call “911” in the event of a fire
- In the event of other types of life safety emergency, the attendants must know where and have access to the landline phone is, and know to call “911” in the event of a life safety emergency
- No visitors are allowed in the balcony at this time