

## FIRE SAFETY INFORMATION FOR HIRERS

As a hirer, **you are the Responsible Person** for your event under fire-safety law. Please read and comply with the following requirements:

### Before your event

- Identify all fire exits and ensure they are kept clear at all times.
- Check that **all exit doors open freely**.
- Note the locations of:
  - Fire alarm call points
  - Fire extinguishers and fire blanket (kitchen)
  - Fire assembly point (**front car park**)
- Ensure you understand how to call emergency services.

### During your event

- Keep escape routes and external paths unobstructed.
- Do not wedge open fire doors.
- Do not use smoke machines or fireworks — these trigger alarms.
- Supervise children at all times.
- In the kitchen:
  - No deep-fat frying.
  - Use the fire blanket only if safe to do so.

### If you discover a fire

- Raise the alarm immediately using the nearest manual call point (red break-glass).
- Shout FIRE, FIRE, FIRE to alert any other people in the hall.
- Do not attempt to tackle the fire unless you are trained / confident to do so and your route to exit is clear.

### If the alarm sounds

- Evacuate the building immediately via the nearest safe exit.
- Do not stop to collect belongings.
- Assist those who may need help, including mobility-impaired users.
- Do not use any door that requires a key — use fire exits only.
- Proceed to the Assembly Point:  
→ **Front Car Park (Assembly Point 1)**.
- Once outside, call 999 (even if alarm stops) and give this address:

**Brabourne and Smeeth Village Hall, Bircholt Forstal,  
Lees Road, Brabourne, Ashford TN25 5LF**

- Do not re-enter the building until authorised by the Fire Service.

**Responsible Person / Event Leader Duties:**

- Ensure all participants have evacuated.
- Check toilets, meeting room and kitchen only if safe to do so.
- Take a roll call at the assembly point.
- Report to Fire Service on arrival.

**At the end of hire**

- Turn off appliances and lights.
- Ensure all fire doors are left closed.

**Failure to comply may result in refusal of future bookings.**