

# Hoo Village Hall – Fire Evacuation Procedures

## IN CASE OF FIRE

The hirer named on the booking is deemed 'The Responsible Person' and designated as the person in charge of the Hall during the period of hire.

The Responsible Person is strongly advised to record the name of each person attending the event.

1. In the event of a Fire, The Responsible Person, shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together at the back of the car park near to the playground. A roll call should be undertaken.
2. No matter how small the fire, **THE FIRE BRIGADE SHOULD BE CALLED ON 999** giving the following address:-

Hoo Village Hall  
Pottery Road  
Hoo  
Rochester  
Kent  
ME3 9BS

3. The Responsible Person shall ensure that once the Hall is vacated, no-one re-enters the building under any circumstances.
4. On arrival of the Fire Brigade, The Responsible Person shall inform that Officer in Charge that a roll call has been taken and all persons are safe or if there are missing persons.
5. Attempts to extinguish the outbreak of fire with the fire fighting equipment within the Halls should only be attempted if it considered safe to do so.
6. As soon as the foregoing steps have been carried out, The Responsible Person shall inform the Hall Manager.