

KIPPEN VILLAGE HALL
(Registered Charity No. SCO40993)
Fore Road, Kippen, Stirlingshire FK8 3DT

The Fire Marshall's responsibilities include:

- Being familiar with the escape routes and assembly point which is outside the hall adjacent to Fore Road - refer to attached plan
- Ensuring that all fire doors are closed but not locked or wedged
- Wheelchair users should be restricted to main hall level

In the event of a fire follow the Fire Procedure

Fire Procedure

- Respond to an alarm or raise the alarm by operating the nearest fire alarm call point
- Clear the building of all personnel through the nearest exit route to the assembly point - refer to attached plan
- Check that no people are in the upper hall, kitchen or toilets - note there is no visual indicator for the fire alarm throughout the building (including toilets), only audible alarms
- Check the people at the assembly point and try to establish that everyone is accounted for
- If the fire is of a minor nature (size of a wastepaper bin) try to put it out using the extinguishers provided
- If this is not possible call the Fire Brigade
- Turn off power at main switchboard
- Notify the Village Hall Fire Officer Toby Ross on 07921 905408 or Henry Law on 07563 808038

When the Fire Brigade arrives notify them of the following:

- If and where there are any people still in the building
- Details of any dangerous substances used in the event
- Where the fire is thought to be located

The Fire Officer and Fire Marshall will be responsible for advising the users when it is safe to re-enter the building after the Fire Brigade have completed their investigation and given the all clear notice

How to operate a fire extinguisher

1. Pull the pin
2. Aim nozzle towards the **base of the fire**
3. Squeeze the handles together
4. Sweep the nozzle from side to side

Investigation and Report

The Fire Officer will prepare a report for the Committee taking account of advice from the Fire Brigade and the Fire Marshall. This should try to establish the cause of the incident and any recommendations to prevent a future occurrence.