

FIRE Safety Guidance and Emergency Plan for Hirers

YOU, THE HIRER is the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within the Hall during your hire of the premises.

At all times when the Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

A Hall plan showing the location of fire alarms, exits, extinguishers and first aid boxes is shown at the end of these instructions and is also attached to the wall of the Hall entrance lobby.

Your priority should always be to **Save Lives** and not the building!

BEFORE YOUR EVENT STARTS:

- Check that all Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes;
- Check that you know where the Hall's Fire Extinguishers are located;
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Hall, look safe to use;
- Inform all of your Attendees of the Hall's 'Fire Exit' routes, and the 'Assembly Point' outside in the CAR PARK, away from the building and off the road, towards the corner nearest the Bus Stop, to be used in the event of a fire or an emergency.

DURING YOUR EVENT:

- Count number of attendees at your event (or have them sign a register);
- Ensure that the Hall's 'Fire Exit' routes do not become obstructed;
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Hall in the event of a fire or an emergency; and
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, vaping, use of candles or other naked flames).

Emergency Plan

In the event of a fire or other emergency: **Take Command!**

NOTE The fire alarm is **not** connected to a fire station. There is no landline telephone at the Hall **ALWAYS** have a fully charged mobile phone with you at all times.

- If a fire is seen - start the Hall's Fire Alarm – by using the 'break glass point' located on any of the exit routes **Or** if the fire alarm activates:
 - Give loud and clear instructions
 - Tell everybody to:
 1. To immediately evacuate the building in an orderly manner using the nearest available exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary.
 2. Gather at the 'Assembly Point', i.e. outside in the CAR PARK, away from the building, towards the corner nearest the Bus Stop

Do not attempt to tackle a fire unless trained and confident to do so.

Call **THE FIRE BRIGADE - DIAL 999 AS SOON AS POSSIBLE** and give this address:

Staunton on Wye Village Hall, Off Weavers Orchard, HR4 7LR

If safe to do so, once everyone is out of the building:

- 1 Close all fire doors with access back into the building.
- 2 Check through the building to make sure no one is left in toilets, committee room, kitchen, bar/serving area and common corridors.
- 3 If safe, decide if the fire can be extinguished.
- 4 **In all cases** of the alarm activating:
 - :
 - a. **Call the fire brigade**

- b. Check that everyone is accounted for
- c. Check that the street and the area around the Hall is clear for the emergency services vehicles
- d. Call the Secretary on 07944 404692 or the Chair on 01981 345107

5 Do not allow anyone to return to the Hall until a fire officer tells you it is safe to enter.

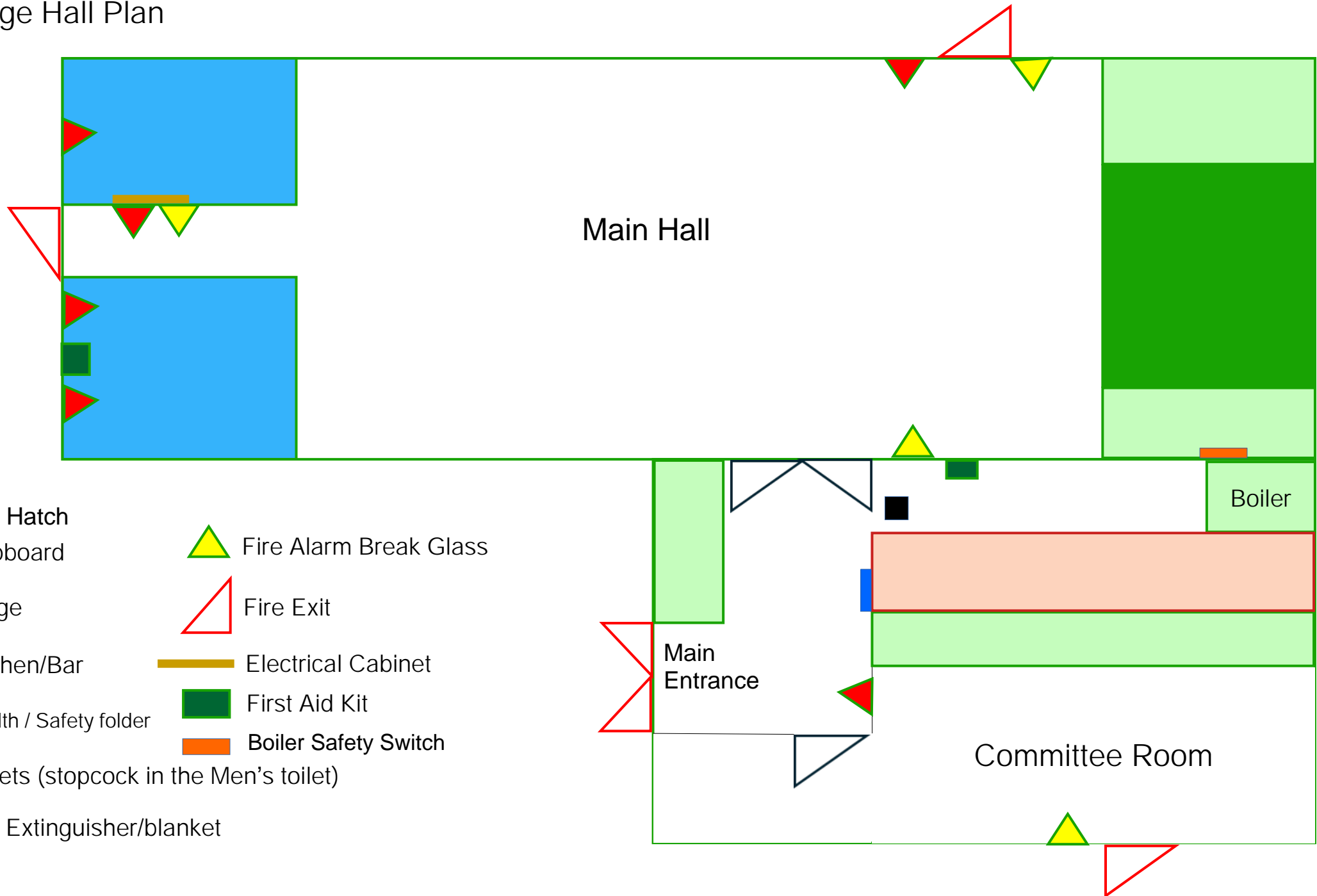
6 The hall has a **carbon monoxide detector** and a separate **smoke alarm** fitted to the wall in the **toilet corridor**.

If either beeper sounds continuously, there is immediate danger, so the building should be evacuated, ideally avoiding the lobby route to the main entrance, with external doors left open.

Follow the emergency evacuation procedure, calling the fire brigade only if smoke or fire is seen or if there is reason to believe that someone is trapped inside the building.

See Hall Plan below

Village Hall Plan



- Loft Hatch
- Cupboard
- Stage
- Kitchen/Bar
- Health / Safety folder
- Toilets (stopcock in the Men's toilet)
- Fire Extinguisher/blanket
- Fire Alarm Break Glass
- Fire Exit
- Electrical Cabinet
- First Aid Kit
- Boiler Safety Switch