STOWUPLAND VILLAGE HALL
FIRE INSTRUCTIONS FOR HIRERS

In the event of an outbreak of fire, however slight, the first priority is to evacuate all occupants from the building, including from the adjacent Sports and Social Club and changing rooms. Hirers should familiarise themselves with the evacuation signs and the break-glass fire alarms situated by all exits.

Hirers should also make themselves aware of the principal fire exits. These are:

- The main hall doorway (fitted with a simple turn-lock).
- The double fire door at the rear left-hand side of the hall and the rear door in the small bar area (both fitted with push bars).
- The side door in the kitchen (fitted with a simple turn-lock).
- The doorway in the small meeting room (fitted with push bars).
- Two doors in the Social Club (fitted with a simple turn-lock).

Fire exits must always be kept clear.
Close all doors on evacuation of the premises

Any fire should be reported immediately to the Fire Service by phoning 999.

YOU SHOULD ONLY ATTEMPT TO TACKLE A FIRE WHERE IT IS SAFE TO DO SO AND YOU HAVE A CLEAR ESCAPE ROUTE.

The building has the following fire equipment:

- Two water extinguishers by the swing doors in the main hall.
- One foam extinguisher in the small Bar Area.
- One powder extinguisher and a fire blanket in each Kitchen.
- One powder extinguisher in the Caretaker's Room.
- One CO2 extinguisher behind the Bar.
- One water extinguisher in the Small Meeting Room.
- One CO2 extinguisher to the left of the stage.

Before using a fire extinguisher, read the instructions on it and ensure it is the right one for the fire you are facing.

Please inform one of the "emergency contacts" as soon as possible in the event of a fire (contact details are displayed on the front wall of the Village Hall).

Don't hesitate to seek advice from the Booking Secretary if you need any further guidance on these instructions.