

FIRE REGULATIONS AND EMERGENCY PLAN

1. The double leaf INWARD OPENING main entrance door should be FASTENED BACK in the open position when members of the public are present on the premises.
2. The double leaf inner door giving access from the main entrance lobby to the Hall should have the retaining bolts withdrawn i.e. in the secured position when members of the public are present.
3. The double leaf side emergency exit door within the Hall should be unlocked with the bolts drawn in the secured position when members of the public are present.
4. The extra final exit door from the kitchen at the rear of the Hall should be unlocked at all times when the kitchen is in use.
5. The fire exit door in the Meeting Room (furniture store) off the kitchen should be unlocked at all times. Push to open. If activated lock door from the outside with yale type key.
6. The fire extinguisher are situated in the following locations and should only be used on the very early stages of fire:
 - At the main entrance (water extinguisher)
 - Near the rear exit door in the meeting room (water extinguisher)
 - Hall near main entrance (CO2 extinguisher)
 - Kitchen (CO2 extinguisher and fire blanket)

The Carbon Dioxide extinguisher is for electrical fires.

The Water extinguishers are for other fires and must not be used on electrical fires.

The fire blanket is for chip fires.

As soon as a small fire has been controlled, ventilate the area as soon as possible as fumes can be harmful.

If in doubt about fighting the fire, get out of the building immediately.

7. In the event, of discovering & fire, notify everyone present and ask them to meet outside at the fire point, which is at the War Memorial on Main Street, Swithland. Ask a responsible person to dial 999 and call the fire brigade. If mobile signal is unavailable there is a public telephone box which is approximately 100 yards to the right of the gate when exiting the Hall.

Providing it is safe to do so, check all rooms are empty before leaving the Hall.

When at the fire point, conduct a head count to ensure everyone is present and correct. Finally, contact a Committee Member — see other information document.