

SALTWOOD VILLAGE HALL

FIRE INSTRUCTIONS

To ensure safety whenever the hall is in use:

- All three front doors should be unlocked (the main hall plus the two side rooms) so that in the event of fire all could be used as means of escape.
- The internal fire door to the kitchen should be kept closed, and not propped open.
- THE HIRER at the start of a function should indicate the exits, positions of smoke detectors and all present told to **assemble on the village green** in an emergency. (smoke detectors are located under the stage, in the kitchen and in the boiler cupboard).
- Disabled persons should be seated next to the emergency exit in the main hall.
- No table or other obstruction is to be placed across the fire exits.
- On no account must anything be left in the lobbies and the fire exits to the outside of the Hall. These lobbies must be kept completely clear.
- The Emergency Fire Plan is in the central porch at the front of the building. This indicates the positions of the fire exits, extinguishers and blankets.
- Smoking is not permitted in the building.
- There is a push button alarm situated on the wall by the front doors of the main hall, it can be activated by pressing the on/off button.
- Candles, flammable gas and deep fat fryers are not permitted in the building.
- On the arrival of the Fire Brigade, THE HIRER should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
- The HIRER must report any incidents to the Booking Secretary.

IN THE EVENT OF A FIRE

1. Sound the alarm – don't forget the push button alarm by front door to main hall
2. Dial 999 to call the fire brigade and give this address: The Village Hall, Rectory Lane, Saltwood CT21 4PZ.
3. If possible tackle the fire using the appliances provided (do not endanger yourselves or others in doing so)
4. Check there is no-one in the toilets
5. On hearing the alarm leave the building by the nearest available exit
6. Close all doors behind you
7. Report to the person in charge at the assembly point on the Village Green
8. **DO NOT TAKE RISKS**
 - Do not stop to collect personal belongings
 - Do not re-enter the building unless authorised to do so