

ACTIONS IN THE EVENT OF FIRE OR OTHER EMERGENCY

VILLAGE HALL CONTACT – ONLY FOR FIRE OR EMERGENCY

**07480 414750 or
07989 565090**

FIRE ASSEMBLY POINT - IS AT THE TOP OF SCHOOL LANE ON THE RIGHT HAND SIDE – LEAVE CLEAR ACCESS FOR EMERGENCY VEHICLES

IF YOU DISCOVER A FIRE

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT
2. ISSUE INSTRUCTION TO EVACUATE THE BUILDING
3. DIAL 999 FOR FIRE SERVICE AND GIVE THIS ADDRESS



BATHEASTON NEW VILLAGE HALL, SCHOOL LANE, BATHEASTON, BA1 7EP

4. ALL PRESENT TO LEAVE THE BUILDING AND PROCEED TO THE ASSEMBLY POINT (SEE ABOVE)
5. PHONE THE VILLAGE HALL CONTACT – TELEPHONE NUMBERS ARE AT THE TOP OF THIS SHEET
6. IF POSSIBLE SWEEP/CHECK ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF
7. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO

IF YOU HEAR THE ALARM AND DO NOT KNOW WHY THE ALARM WAS ACTIVATED

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT AND CLOSE ALL DOORS BEHIND YOU
2. MAKE YOUR WAY TO THE ASSEMBLY POINT AND REPORT TO THE PERSON IN CHARGE
3. DO NOT STOP TO COLLECT BELONGINGS
4. DO NOT TAKE RISKS – JUST GET OUT
5. PHONE THE VILLAGE HALL CONTACT – TELEPHONE NUMBERS ARE AT THE TOP OF THIS SHEET

FIRE ALARM MONITORING

THE FIRE ALARMS ARE MONITORED BY A 3rd PARTY AND IN THE EVENT OF THE FIRE ALARMS BEING ACTIVATED, THE 3rd PARTY WILL CONTACT A TRUSTEE. THE TRUSTEE WILL CONTACT THE HIRER TO AGREE WHAT FURTHER ACTION TO TAKE

IF YOU HAVE ACTIVATED THE ALARMS IN ERROR

1. LET OTHERS WHO ARE IN THE HALL KNOW THIS IS A FALSE ALARM
2. PHONE THE VILLAGE HALL CONTACT - TELEPHONE NUMBERS ARE AT THE TOP OF THIS SHEET. THEY WILL ADVISE ON HOW THE ALARMS CAN BE SILENCED AND RESET.

FOR ANY OTHER EMERGENCY, DIAL 999 FOR EMERGENCY SERVICES AND PHONE THE VILLAGE HALL CONTACT WHOSE NUMBERS ARE AT THE TOP OF THIS PAGE

Safety and Emergency Guidelines for Hirers / Person Responsible

- **A caretaker is not present on the premises.**
- **As the responsible person for the event/function you have legal duties with regards to the safety of those persons attending or assisting with the event.**

Before the event you should be aware of:

- emergency telephone numbers - on the Noticeboard by the Fire Alarm Control Panel
- how to access and exit the building
- what fire protection systems are available and how a fire will be detected
- how people will be warned if there is a fire and what they should do if they discover a fire
- how evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children
- where people should assemble after they have left the building and the requirement for checking everybody has evacuated the building
- arrangements for fighting a fire
- how fire and rescue services and any other services will be called
- procedures for meeting the fire and rescue services on their arrival
- limitations on numbers of people
- checking all escapes and fire exits are clear of obstruction

At the start of an event you should:

- ensure you know who is attending your event
- establish whether others are using the hall at the same time
- let attendees know there is a no smoking policy
- let attendees know that the fire monitoring system is active
- let attendees know the location of exits and escape routes
- let attendees know the Assembly Point location and what will happen during an evacuation

During an event you should ensure that:

- escape routes and fire exits do not become blocked by bags, buggies etc
- the No Smoking policy is adhered to and no naked flames are started
- rooms do not become overcrowded and permitted numbers are not exceeded
- noise levels cannot drown out the need for emergency announcements
- you are aware of the disabled call alarm in the disabled toilet

At the end of the Hiring you should ensure that:

- the rooms used by you are left clean and tidy and equipment is replaced where found
- all items brought onto the premises and your rubbish and recycling are taken away
- the heating units in the room(s) used by you are turned off, unless otherwise advised
- water heaters and cookers used by you are turned off
- all electrical appliances turned on by you are turned off and unplugged
- any internal door unlocked by you is locked before leaving

If you are the last to leave the building you should also ensure that

- the heating units in the kitchen and lobby are turned off
- all lights not required for security reasons are turned out
- all exits to the premises, including terrace and kitchen doors are locked and secured

Batheaston New Village Hall – Fire Exit Routes and Assembly Point

