

# NORTHBOUGH VILLAGE HALL COMMITTEE FIRE SAFETY

It is ESSENTIAL that before signing the booking form the hirer must read the fire safety document (click on this link to download the form).

## **Fire safety**

The person in charge of the function MUST check the location of all fire exits and exit points. At ALL times these must be free from obstruction.

As there is no telephone at the Hall (nearest one is by the village shop) a mobile phone should be available if a call to the fire brigade is required.

The hirer MUST be aware of the location all fire extinguishers and the fire blanket. PLEASE read the operating instructions.

The person in charge should be aware of who is attending the function in case of an evacuation.

## **In case of fire**

Call the Fire Brigade immediately. Please note there is no phone in the hall but there is a public phone next to the village shop.

If possible attack the fire with the appliances available but AT NO TIME should anyone taking personal risks. There are Fire extinguishers located in the KITCHEN, LOBBY and SIDE of the hall. A fire blanket IS LOCATED in the kitchen.

If it is safe to do so, all electrical appliances should be switched off and doors and windows closed

Ensure that everyone leaves the building by the nearest available exit. UNDER NO CIRCUMSTANCES SHOULD ANYONE stop to collect personal belongings.

Fire exit doors are located at the back of the hall, side of the hall and annex as well as the main entrance door.

Please ensure that members of your group are designated to ensure the building is vacated without taking personal risk and that all people at the function are accounted for

Contact the Booking Secretary at 42 Granville Avenue

Under NO circumstances should anyone re-enter the building until instructed by a responsible person that it is safe to do so.