

EMERGENCY PLAN IN THE EVENT OF A FIRE.

ON DISCOVERING A FIRE YOUR MOST IMPORTANT DUTY (AND LEGAL OBLIGATION) IS TO ALERT ALL OTHER PEOPLE OCCUPYING THE BUILDING OF THE SITUATION IN ORDER FOR THEM TO EVACUATE THE PREMISES AS SWIFTLY AND SAFELY AS POSSIBLE.

REQUEST PEOPLE TO LEAVE IN A CALM AND ORDERLY FASHION BY THEIR NEAREST EMERGENCY EXIT OR BY THE NEAREST/MAIN EXIT FOR THOSE WITH MOBILITY ISSUES.

REMINDE THEM OF THE LOCATION OF THE ASSEMBLY POINT AND REQUEST THEM TO REMAIN UNTIL THEIR NAME HAS BEEN RECORDED AND FIRE AND RESCUE OFFICERS ADVISE THAT PEOPLE CAN MOVE FROM THE AREA. RECORD ALL EVACUEES AND THE NAMES OF ANYONE THOUGHT TO BE LEFT IN THE BUILDING AND GIVE THIS INFORMATION TO THE SENIOR FIRE OFFICER AS SOON AS POSSIBLE. DISSUADE PEOPLE FROM RE-ENTERING THE BUILDING. UNTIL FIRE AND RESCUE HAVE GIVEN THE ALL CLEAR.

ONLY IF SAFE TO DO SO SHOULD YOU ASCERTAIN THE SITE OF THE FIRE, CHECK LAVATORIES AND OTHER AREAS FOR PEOPLE REMAINING IN THE BUILDING, CLOSE DOORS AND WINDOWS ON YOUR WAY OUT. DO NOT ATTEMPT TO EXTINGUISH ANY FIRE LARGER THAN A WASTE BIN FIRE AND ONLY ATTEMPT TO DO SO IF YOU ARE TRAINED AND FEEL CONFIDENT TO ACT. ALWAYS FIGHT FIRE WITH YOUR BACK TO YOUR MEANS OF ESCAPE ROUTE.

PHONE FIRE AND RESCUE 999 APPRISING THEM OF THE SITUATION AND GIVING THE ADDRESS OF THE HALL; **EAST STOUR VILLAGE HALL, BACK STREET, EAST STOUR, SP8 5JY.** DO NOT END THE CALL UNTIL THE RESPONDER HAS REPEATED THE ADDRESS BACK TO YOU.

ENSURE THAT THE FIRE APPLIANCE CAN REACH THE PREMISES AND THAT THE WAY IS NOT BLOCKED BY PARKED CARS, STALLS OR MOBILE FOOD VANS.

IN ANY FIRE EVENT (EVEN IF IT APPEARS TO BE EXTINGUISHED) PLEASE INFORM BOTH FIRE AND RESCUE AND THE TRUSTEE FROM WHOM YOU BOOKED THE HALL.

FIRE SAFETY GUIDANCE FOR EAST STOUR VILLAGE HALL HIRERS. PLEASE READ AND UNDERTAKE THE RELEVANT ACTIONS FOR YOUR EVENT.

BEFORE YOUR EVENT. IN THE UNLIKELY EVENT OF A FIRE THE HIRER IS DEEMED TO BE THE RESPONSIBLE PERSON ON SITE. AS THERE IS NO LANDLINE AT THE HALL PLEASE BRING WITH YOU A CHARGED MOBILE PHONE.

BEFORE YOUR EVENT PLEASE FAMILIARISE YOURSELF WITH THE LAYOUT OF THE HALL AND THE RELEVANT ESCAPE ROUTES, EXITS AND FIREFIGHTING EQUIPMENT . READ THE FIRE ACTION NOTICE , AND CHECK THE EXITS ARE UNOBSTRUCTED. ANY DAMAGES OR DEFICIENCIES SHOULD BE REPORTED, IMMEDIATELY , TO THE TRUSTEE FROM WHOM YOU HIRED THE HALL.

PLEASE ENSURE THAT YOUR GUESTS DO NOT INTRODUCE ANY EXPLOSIVE OR HIGHLY FLAMMABLE MATERIAL TO THE PREMISES NOR PLUG IN AIR FRESHENERS, TEALIGHTS, INDOOR FIREWORKS , CANDLES OR OTHER NAKED FLAMES. NO SMOKING IS ALLOWED WITHIN THE HALL.

PLEASE ENSURE THAT ANY ELECTRICAL ITEMS BROUGHT IN FOR YOUR EVENT ARE IN REASONABLE CONDITION AND HAVE AN UP TO DATE PORTABLE APPLIANCE TEST UNLESS THEY ARE LESS THAN A YEAR OLD. KINDLY DO NOT LEAVE EQUIPMENT WITH LITHIUM BATTERIES TO CHARGE UNATTENDED.

PLEASE INFORM ATTENDEES THE LOCATION OF THE ASSEMBLY POINT . FIRE DRILLS ARE ONLY PLANNED ON DAYS WHEN THERE ARE NO EVENTS DUE TO BE HELD.

DURING YOUR EVENT. PLEASE REMAIN AWARE OF THE NUMBER OF PEOPLE AT YOUR EVENT AS IT PROGRESSES.

BRIEF ANY PERSONS WITH MOBILITY ISSUES (AND ANY CARERS) ABOUT THEIR BEST MEANS OF ESCAPE ROUTE IN THE EVENT OF A FIRE.

PLEASE HAVE REGULAR CHECKS TO ENSURE THAT EXITS AND MEANS OF ESCAPE ROUTES ARE NOT BLOCKED BY BUGGIES, MOBILITY SCOOTERS OR OTHER OBSTRUCTIONS.

INVESTIGATE, AT ONCE, ANY SOURCES OF SMOKE OR SMELL OF BURNING IN THE HALL.

AFTER YOUR EVENT PLEASE CHECK ROOMS FOR SIGNS OF FIRE AND ENSURE THAT ALL COOKERS, MICROWAVES, FANS AND OTHER EQUIPMENT ARE TURNED OFF AND UNPLUGGED IF PRACTICAL.

PLEASE TAKE ALL RUBBISH FROM YOUR EVENT HOME WITH YOU.

TURN OFF LIGHTS AND SHUT INTERNAL DOORS AND SECURE ALL WINDOWS AND EXTERNAL DOORS.