



IN THE EVENT OF A FIRE

Sound the alarm – there are three manual fire call points adjacent to Exits. Lift the cover and press the black dot to activate.

Dial 999 to call the fire brigade and give this address:

**Medbourne Village Hall
8 Main Street
Medbourne
LE16 8DT**

HIRER'S FIRE INSTRUCTIONS

The Hirer shall ensure that all fire exit doors are kept clear during their use of the Hall. No obstruction is to be placed in any corridor or exit route.

All electrical equipment brought into the premises by groups should be made known at time of booking, and have evidence of recent PAT testing.

As the Hirer you are responsible for ensuring:

- That those using the premises are evacuated in an emergency.
- That if somebody activates the alarm, all areas are evacuated, and that people move quickly to the assembly point at the field gate.
- That all rooms and toilets are checked, shutting doors once the rooms are empty, on your way to the assembly point.
- That details of the completed evacuation are given to the person in charge at the assembly point/Fire Officer.

You are responsible for ensuring that you know the location of:

- Fire alarm call points.
- Fire exits.
- Fire assembly point (field gate).
- Fire extinguishers (entrances, main hall, small hall, kitchen).
- Fire blanket (kitchen).

On discovering a fire, the alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum risk to self). Evacuating the building is the safest thing to do. If evacuation is necessary, it is important to remember the following:

- Raise the alarm.
- Do not stop to collect personal belongings or allow others to do so.
- Assist visitors and people with disabilities on your way out.
- Report any persons unaccounted for to the person in charge at the assembly point.
- Do NOT re-enter the building or allow others to do so until instructed by the Fire Officer in charge.

When using Medbourne Village Hall for your event:

- All fire doors must be kept closed – not propped open.
- The entrance hall and all routes to fire exits must be kept clear.
- Smoking is not permitted in the building.
- Candles, flammable gas and deep fat fryers are not permitted.
- 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 any Medbourne Village Hall Committee member.