

CROMWELL VH PRECAUTIONS AND PROCEDURES IN THE EVENT OF FIRE Sept.2017

Owing to increased fire and safety regulations we are now required to supply all the hirers and hall users with the following information.

This information is supplied to you as a hirer / user of Cromwell Village Hall so you are aware of all fire precautions, fire extinguishers and entry and evacuation procedures in place at present, and that you will pass the relevant safety information on to those taking part in your event.

After reading this information you should sign the attached slip and return it to the booking secretary before the date of your booking or block of bookings. The Village Hall Trustees cannot take responsibility for the safety of any hiring / user group in the event of fire because, as with insurance, they have no control over activities during any let.

Equipment

Fire extinguishers are located near South and North doors and on wall near to the kitchen door.

Emergency Lighting

In the event of a power failure emergency lighting will come on in the hall and all exits will remain illuminated.

Entry Procedure

Keyholder to enter by the South door, immobilise burglar alarm by entering given code, switch on lights as required. Unbolt, two bolts and unlock North door. Place both door keys in places marked in key safe located in cupboard on West wall. Switch water heater on, Switch located in bottom LH unit near drainer. Please do this procedure in reverse when locking up.

Evacuation Procedure: COPY NOTICE IN HALL

Each group that hires the hall should nominate a competent person, normally the keyholder, who will act a steward in the event of an evacuation of the hall being require.

Action to be taken.

- 1) Raise the Alarm, Alarm points adjacent to all fire exits, or shout. Remain calm, take care not to cause panic.
- 2) Open all fire exits possible.
- 3) Ensure that any elderly, ambulant disabled, people in wheelchairs and children are assisted to leave the building calmly and safely and move to the designated assembly point, **CROMWELL CHURCHYARD**. The steward should ensure toilets are clear and that no one tries to collect personal possessions.
- 4) Dial **999** to request the relevant emergency services.

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Acceptance of terms form

I have read all the information regarding hiring, fire precautions and evacuation procedures, and accept responsibility for the safety of the people present during my booking.

Booking Dates.....

Name (PRINT).....

Signature.....**Date**.....