

FIRE SAFETY PROCEDURES / NOTICE

Before commencing any event/meeting, ensure all people present in the hall are aware of;

- **These procedures.**
- **The hall plan that is on the wall next to the entrance doors and shows all exit and smoke alarm points.**
- **The location of the fire exit points.**
- **The fire action notices that are at every exit point.**
- **The external fire assembly point.**
- **The responsible person(s) who has/have overall responsibility for the safety of people at any event.**

There are smoke alarms fitted throughout the hall. If smoke is detected the alarms will trigger automatically.

However, do not rely solely on the smoke alarm system. It is every person who is present to be responsible for detecting any possible smoke or fire hazard, before the alarms are triggered. Any potential smoke or fire alert should be investigated without delay, whether the alarms are triggered or not.

If fire or smoke is detected, alert all persons in the hall and break the glass fire alarms that are situated at the three fire exit points. Fully automatic alarm sounders located throughout the building will be triggered once the glass is broken in any of the fire alarms.

Should you be alerted to the presence of smoke or fire leave the building without delay using one of the three exit points and assemble at assembly point that can be found in the side car park opposite the side exit doors. There is a sign showing the assembly point on the side fence.

There are three exit points, all are clearly marked. The exit points are:

The main doors at the front of the building.

The double fire doors at the side of the main hall, car park side. Push the crash bar.

The single fire door in the back left storeroom (seen as you enter the hall), where the tables are stacked. Push the crash bar.

External ramps are situated at all exit points to allow for disabled persons evacuation.

Close internal doors as you exit, but only if you are certain it is safe to do so. The responsible person(s) in charge of the function should be the last to leave the building and should check the hall, kitchen, storerooms and three toilets to ensure everyone has left the building safely.

The person(s) in charge should ensure that the fire brigade have been called (999) to attend at Belstead Village Hall, Grove Hill, Belstead, IP8 3LU.

Please make local residents in houses near the hall aware of the situation.

Nobody should re-enter the building until they are authorised to do so by the Fire Officer In Charge.

Only if you are certain it is safe to do so, limited fires can be tackled using the fire extinguishers situated inside the building at the following points;

- Water extinguisher: Front lobby left of exit doors.
- Dry powder extinguisher: Front lobby left of exit doors.
- Water extinguisher: In main hall, back left as you enter hall, by storeroom.
- Carbon Dioxide extinguisher: In kitchen area, left hand wall as you enter kitchen.

The different uses of the different extinguishers are detailed above each one.

In addition, there is a fire blanket in the kitchen area by the fire extinguisher.