

EAST HORSLEY VILLAGE HALL

IN CASE OF FIRE

HIRERS:

The hirer/group leader must inform their group at the beginning of the session about what to do in case of a fire, explaining about the exit route(s) from the room, as signposted. To help with this, there is a sheet in each room setting out what to do in case of a fire.

Regular hirers with large groups (30/40 and above) are required to provide the hall manager with a copy of their instructions to their group. Where using the main hall, this should include the names of their fire stewards for leading out members through the nearest exit routes. Such groups are advised to have a practice once a year. This annual practice is a requirement for the Nursery and the Church.

IF YOU DISCOVER A FIRE:

1. Warn those people close to you and activate the fire alarm from the nearest call point
2. Call the Fire Brigade by dialling 999
3. Only attempt to put the fire out if:
 - there is a fire extinguisher nearby and you know how to use it
 - you have made sure you will be able to leave the building and that the fire will not spread between you and your escape route
 - the fire is small and won't spread

DO NOT PUT YOURSELF IN DANGER

ON HEARING THE FIRE ALARM:

1. Leave the building by the quickest available route
2. Close all doors behind you, ensuring no one has been left in the room you are leaving
3. Go to the assembly place adjacent to the tennis courts on Kingston Meadow (adjoining the car park)
4. Check all persons in your group are accounted for

DO NOT

1. Run
2. Take risks
3. Return to the building until told to do so by the Fire officer in charge