

TO BE READ BY ALL HIRERS AND USERS

BOSBURY PARISH HALL – Fire Procedure

Fire Emergency Plan

Posted at various points in the building, this shows the positions of break-glass alarm points, extinguishers and fire exits. Copies are posted at the Hall main entrance and in the kitchen annexe and a black-and-white copy is shown overleaf.

Layout of Tables and Chairs

Arrange chairs, tables and other equipment so as to allow free and ready access to exits. For film shows and theatre performances there must be centre and side aisles.

Evacuation of the Hall

This should be done in an orderly fashion, through the marked FIRE EXITS and should be supervised by Fire Attendants appointed by the Hirer. Up to 25 persons at an event needs 2 attendants, over 25 persons, 4 attendants. This must be organised at the start of the event. For regular events the people designated must be confirmed to the meeting at regular intervals.

The Fire Attendants must be familiar with the location of the fire exits and operation of fire extinguishers.

The Assembly Point is on the grass at the front of the hall by the boundary stone wall next to the main road.

Calling the Fire Brigade

There is a red emergency telephone in the Hall entrance to the right of the notice boards. The left hand button calls 999, ask for the Fire Service (and Ambulance if necessary). The Hall address is written on the phone handset.

BOSBURY PARISH HALL, MAIN ROAD, BOSBURY, HR8 1PU

Re-entry

Following an evacuation of the hall, no one should enter the building until permission to do so has been given by the attending committee member. In the event of the Fire Brigade attending, no one should enter the building until the attending senior Fire Officer has said that it is safe so to do.

Reporting

Please report the incident as soon as possible to the Booking Secretary/Caretaker on the number below or contact any other committee member whose telephone number is shown on the Notice Board.

01531 640828

Fire Evacuation Practice

All regular users of the Hall may be subject to an Emergency Evacuation practice so that the Fire Authorities can be assured that the organisers can have everyone clear of the building with the minimum delay. We will try to choose a reasonable time so as not to inconvenience you and we thank you for your co-operation in an important safety procedure.