

## **FIRE SAFETY GUIDANCE FOR HIRERS**

**YOU, THE HIRER**, are the '**RESPONSIBLE PERSON**' in the event of a Fire or an Emergency within Ruyton XI Towns Village Hall during your hire of the Village Hall.

At all times while **YOU** are hiring the hall, **YOU** must be in charge and ready to take control of any incident.

**YOU** are responsible for the safety of your guests, so **YOU** must read and become familiar with the following:

**Your priority should always be to SAVE LIVES and not the building!**

### **Before your event starts:**

- Check that the 'Fire Exit' lights are working.
- Check that all escape routes are not blocked, by, for example, tables, chairs, or boxes.
- Check that you know where the fire extinguishers and blankets are located, and the different uses of the water and CO2 fire extinguishers.
- Check that all portable electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point across the road outside the Admiral Benbow.

### **During your event:**

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open.
- Ensure that the Fire Exits and escape routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

### **After your event:**

- Remove all waste, and check rooms for smouldering or items burning.
- Check heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

## EMERGENCY PLAN

### FIRE NOTICE

In the event of a fire

The **Responsible Person** in charge of the hall will give loud and clear instructions and tell all persons to

- Leave the building using the nearest available exit
- Meet at the **ASSEMBLY POINT – across the road outside the Admiral Benbow**

Start the fire alarm if it is not already sounding, by using a “Fire Call Point”.

**NO MATTER HOW SMALL THE FIRE, DIAL 999 AND ASK FOR THE FIRE BRIGADE.**

There is no public telephone nearby, so use a mobile to call 999.

**GIVE THIS ADDRESS: Ruyton XI Towns Village Hall. Church Street. Ruyton XI Towns SY4 1LA. Opposite Admiral Benbow Pub.**

Check every room that is safe to enter, including the toilets and Store Room if in use, to ensure everyone has left. Use firefighting equipment to clear a safe passage to a fire exit if necessary.

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.

The Fire Alarm is not linked to the Fire Service, but members of the Committee will be alerted so will attend as soon as possible

### FIRE EXITS AND EQUIPMENT LOCATIONS

