Liss Village Hall

Precautions and Procedures in the Event of Fire

(Hirer edition)

Subsequent to a Fire Safety Audit we are now required to supply all hirers with the following information.

This information is supplied to you to ensure that, as a hirer of Liss Village Hall, you are aware of all fire and evacuation procedures at present in place and that you will pass on this information to all persons taking part, at the commencement your event.

After reading and understanding the information you should complete the attached declaration and return it to the booking secretary before the date of your next booking. The Parish Council cannot take responsibility for the safety of any hiring group in the event of fire, as with the insurance, they have no control over activities during any let.

**Equipment**

The type and location of all fire safety equipment and of designated escape routes is shown on the reverse side of this document.

**Lighting**

If an electrical power failure occurs as a consequence of fire, all fire exit signs will remain illuminated.

**Fire Brigade**

Call 999 for Fire Brigade and request attendance at:-

Liss Village Hall

Hillbrow Road

Liss

GU33 7LA

**continued**

**1.**

**Alarm and Evacuation Procedure**

All groups hiring the hall shall nominate persons to act as stewards in the event of fire.

It is recommended that groups of up to 25 persons shall nominate 2 stewards. Groups of above 25 shall nominate 4.

All persons attending events shall sign in at the entrance.

1. In the event of fire raise the alarm at one of the five alarm points sited at the five

designated and illuminated emergency exits. Take care not to cause panic.

2. Open all fire exit route doors.

3. Ensure that all persons in toilets and ancillary rooms are aware of the alarm.

4. Ensure that all elderly, ambulant disabled and non-ambulant in wheelchairs are

given help to leave the building safely.

Every attempt shall be made to ensure that where possible non ambulant in wheelchairs shall exit via the entrance door directly into Hillbrow Road, the Emergency Exit halfway down the right hand side of the hall, (facing stage), and the Emergency Exit on the right hand side of the stage. The Emergency Exit on the left hand side of the stage is not a preferred exit for wheelchairs.

5. The use of fire extinguishers must be restricted to situations where individuals

consider that they can be deployed without risk to the user.

6. When evacuation is complete stewards shall ensure that the two kitchen doors,

serving hatch and all external doors are closed. The two kitchen doors are normally held open on latches. The latches are sound activated and should close

automatically on operation of a fire alarm bell.

7. All persons evacuated from the building shall assemble in the car park of the

Whistle Stop car park to be checked off against the signing in list.

COMPLETE PLAN OF HALL SHOWING EQUIPMENT

POSITIONS AND ESCAPE ROUTES OVERLEAF

**2.**

