



UPWELL VILLAGE HALL FIRE POLICY

It is the responsibility of **THE HIRER** to ensure that their guests and assistants are aware of the following:

1. In the event of a fire, **THE HIRER** in charge of the Hall will instruct all persons to leave the building, using the nearest available exits.
2. The Fire Assembly point is the Pavilion within the Playing field. Please access this area with caution as there may be traffic entering the car park area.
3. CALL THE FIRE BRIGADE. DIAL 999 and give this address:

Upwell Village Hall, 6 New Road, Upwell, Wisbech, PE14 9AB

4. Attendants should ensure that, once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
5. On the arrival of the Fire Brigade, **THE HIRER** should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
6. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.
7. The positions of the fire extinguishers are in the kitchen, by the front door, the back door and emergency exits. There is also a fire blanket in the kitchen.
8. Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.
9. Attention should be drawn to the position of the two fire exits (on either side of the Hall). In an emergency wheelchair users should use the ramped exit at the front door if at all possible
10. No table or other obstruction is to be placed across the fire exits.
11. Note The Fire assembly point, in case of evacuation of the Hall, is at the end of the car park, adjacent to the Bowls ground. This is to enable the HIRER to check that all their helpers are present.
12. The HIRER must report the incident to any member of the Management Committee.