

IDE HILL VILLAGE HALL

FIRE POLICY & MANAGEMENT

SECTION 2 – FIRE POLICY, EVACUATION PLAN AND MANAGEMENT **(IN THE EVENT OF A FIRE)**

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- THE HALL PREMISES/BUILDING DOES NOT HAVE RESIDENT MANAGEMENT NOR AN AUTOMATIC FIRE ALARM SYSTEM. HIRERS ARE THUS RESPONSIBLE FOR FIRE MANAGEMENT AND CONVEYING INFORMATION IN THE EVENT OF A FIRE.
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- THE HIRER AND/OR THEIR RESPONSIBLE PERSON(S) MUST ABIDE BY THE LIMITATIONS IN THE CONDITIONS OF HIRE AND MUST FAMILIARISE THEMSELVES WITH THE FIRE EVACUATION PLAN PRIOR TO TAKING OCCUPATION.
- IN THE EVENT OF A FIRE, THE HIRER AND/OR THEIR RESPONSIBLE PERSON(S) SHALL GIVE A VERBAL ALARM CALL OF '**FIRE, IMMEDIATELY EVACUATE THE BUILDING**' TO **ALL** OCCUPANTS IN THE BUILDING. THEY SHALL THEN ENSURE THE BUILDING IS SAFELY EVACUATED AND EVERYONE IS ACCOUNTED FOR.
- AS SOON AS POSSIBLE THEY SHOULD PHONE 999 EMERGENCY SERVICES.
- THE HIRER AND/OR THEIR RESPONSIBLE PERSONS(S) MUST ADVISE ALL OCCUPANTS TO MUSTER AT THE 'FIRE ASSEMBLY POINT' IN THE CORNER OF THE CAR PARK, UNTIL ADVISED TO DEPART FARTHER AWAY BY THE HIRER OR EMERGENCY SERVICES.
- IF SAFE TO DO SO AND THE HIRER OR RESPONSIBLE PERSON(S) ARE COMPETENT, THEY MAY ATTEMPT TO EXTINGUISH THE FIRE WITH THE AVAILABLE FIRE EXTINGUISHERS. THEY SHOULD NOT PUT THEMSELVES OR ANYONE AT RISK.
- IF SAFE TO DO SO, THE HIRER SHALL TAKE THE 'FIRE POLICY AND MANAGEMENT' FOLDER WITH THEM ON DEPARTING THE BUILDING AND HAND IT TO THE BOOKINGS SECRETARY WHEN CONVENIENT.
- PRIOR TO LEAVING THE PREMISES, THE HIRER AND/OR THEIR RESPONSIBLE PERSON(S) SHOULD REPORT TO THE SENIOR FIRE OFFICER AND PROVIDE ANY RELEVANT OR REQUESTED INFORMATION SUCH AS:
 - FIRE LOCATION, ACCESS POINT AND ANY KNOWN HAZARDS.
 - MISSING PERSONS AND THEIR LAST KNOWN POSITION.
 - INJURED PERSONS.