

**Leadenham Village Hall 2000**

**Fire Procedures for hirers**

**Fire/emergency evacuation procedures**

Before you proceed with your event you need to check the following:

* That all fire exits are unlocked and panic bolts in good working order.
* That all escape routes are free of obstruction and can be safely used.
* That any fire doors are not wedged open.
* That exit signs are illuminated.
* That there are no obvious fire hazards on the premises.

The location of the fire exits, fire extinguishers and alarm points are on the supplied diagram.

**In the event of a fire during a hire:**

1. **Raise the alarm** by breaking one of the alarm points.
2. **Evacuate** the hall in a calm manner. Leave by the nearest fire exit, avoiding the location of the fire. Do not stop to collect personal belongings. The muster point is by the tennis courts to the rear of the hall.
3. **Dial 999 and call the fire brigade.** The address you need to give is :

Leadenham Village Hall

Main road

Leadenham

**LN5 O**

Only use the fire extinguishers to aid your escape if it is safe to do so. **Never put yourself in danger.**

**In the event of a fire during a performance when the stage area is in use.**

1. Switch on the main lights of the hall and stop any music and/or performers. Announce to the hall there is a fire and the location to avoid **then** break one of the alarm points.

2.**Evacuate** the hall in a calm manner. Leave by the nearest fire exit, avoiding the location of the fire. Do not stop to collect personal belongings. The muster point is by the tennis courts to the rear of the hall.

**3.Dial 999 and call the fire brigade.** The address you need to give is :

Leadenham Village Hall

Main road

Leadenham

**LN5 0PX**

Only use the fire extinguishers to aid your escape if it is safe to do so. **Never put yourself in danger.**

**In case of other emergency situations:**

1.If you find a suspicious package **do not touch it**. Evacuate the hall and call the police on 999.

2.In case of terrorist attack the advice is to **run, tell, hide**. That is, to remove yourself and others from the situation if possible, tell the police on 999, or hide. Whilst this is an unlikely scenario, it is best we are prepared.

**First aid boxes are located in the Kitchen and the accessable toilet.**