

BOSBURY PARISH HALL – Fire Procedure

PLEASE KEEP THIS AND MAKE SURE ALL FIRE ATTENDANTS READ IT.

INSTRUCTIONS: A summary of these instructions is posted on notices at various points in the Hall.

ALARM CONTROL BOX: This is situated in the Entrance Lobby.

FIRE EMERGENCY PLAN: This shows the positions of break-glass alarm points, extinguishers and fire exits. Copies are posted at the Hall main entrance and in the kitchen annexe and a black-and-white copy is shown overleaf.

HALL LAYOUT: The Hirer shall ensure that the chairs, tables and other equipment are so arranged as to allow free and ready access to exits. For theatre performances this shall include centre and side aisles.

EVACUATION OF THE HALL: This should be done in an orderly fashion, through the marked FIRE EXITS. It should be supervised by appointed the Fire Safety Attendants (see below).

FIRE BRIGADE: In case of a fire evacuation, please call the Fire Brigade to

BOSBURY PARISH HALL, MAIN ROAD, BOSBURY, HR8 1PX

TELEPHONE: Should a mobile phone be inoperable, there is a telephone box on the main road opposite the Hall, to the left past the Bell Inn heading towards Cradley. It does not accept cash, only cards.

ASSEMBLY POINT: This is at the front of the hall by the boundary stone wall next to the main road.

RE-ENTRY: Following an evacuation of the hall, no one should enter the building until permission to do so has been given by the attending committee member. In the event of the Fire Brigade attending, no one should enter the building until the attending senior Fire Officer has said that it is safe so to do.

REPORTING: Please report the incident as soon as possible to the Booking Secretary/Caretaker on the number below or contact any other committee member whose telephone number is shown on the Notice Board.

01531 640828

ELECTRICAL APPLIANCES: Any electrical appliances brought to the hall by the Hirer or through outside agencies (e.g. caterers, discos, etc.), must have been PAT tested within the last year and the Hirer must supply the Booking Secretary or a member of the Parish Hall Management Committee with the necessary paperwork, in advance of the hire date, to show that their equipment has been tested and that they have valid public liability insurance.

CANDLES: The Hirer must have written permission, in advance of the hire, from the Hall Management Committee to use candles at the Hall. They may be used on tables provided they are in weighted containers that prevent them being knocked over and which protect the flame. 'Night-lights' must be in a holder that will not conduct heat from the metal container onto the table, covers or woodwork internally or externally. No flame should be placed near the curtains or other flammable objects and loose flammable material, such as straw, is not allowed in the Hall.

FIRE EVACUATION PRACTICE: All **regular users** of the Hall may be subject to an Emergency Evacuation practice so that the Fire Authorities can be assured that the organisers can have everyone clear of the building with the minimum delay. We will try to choose a reasonable time so as not to inconvenience you and we thank you for your co-operation in an important safety procedure.

FIRE SAFETY ATTENDANTS: The Hirer must appoint individuals to be Fire Safety Attendants / Stewards. They must be familiar with the location and operation of fire extinguishers and evacuation procedures in case of fire or other emergency. For up to 25 persons present at the event, **2 attendants**; where a licensed event is being held (see booking form) **at least 3 attendants**; over 25 persons, **4 attendants**. All Users need to know the names of the attendants.

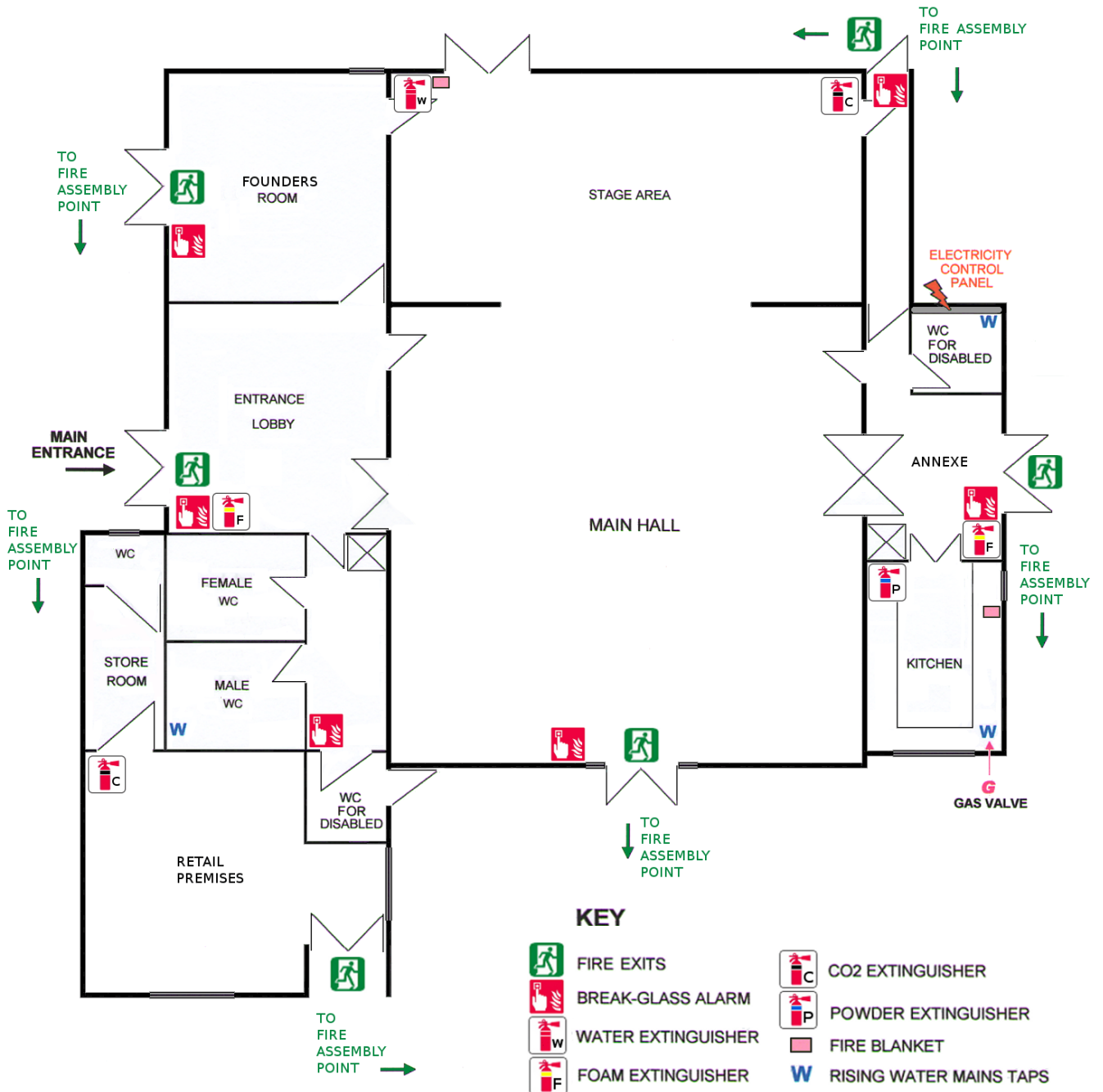
FOR A ONE-OFF EVENT: Please tear off the slip below, writing in the names of Fire Attendants, and pin it up on the Hall Events Board in the Hall entrance lobby during your Hiring Period.

OUR EVENT:

OUR FIRE ATTENDANTS ARE:

BOSBURY PARISH HALL – Fire Emergency Plan

Diagram showing the position of Fire Exits, Break-Glass Alarms and Fire Safety equipment. All Hall Users should make sure that they know this information.



The Emergency Assembly Point is on the lawn outside the front of the Hall by the boundary stone wall.