**CHEARSLEY VILLAGE HALL FIRE POLICY**

**It is the responsibility of THE HIRER to ensure that their helpers 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. **CALL THE FIRE BRIGADE. DIAL 999 and give this address: CHEARSLEY VILLAGE HALL, WINCHENDON ROAD, CHEARSLEY, HP18 0DP**
3. **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.**
4. **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.**
5. **Attendants should only attempt to extinguish the outbreak using the fire appliances provided if is considered safe to do so.**
6. **The positions of the fire extinguishers are in the kitchen, by the front door, the back door and emergency exit. There is also a fire blanket in the kitchen.**
7. **Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.**
8. **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 ramped exit at the front door.**
9. **No table or other obstruction is to be placed across the fire exits.**
10. **Note that the place to meet in case of evacuation of the Hall is in the playground. This is to enable the HIRER to check that all their helpers are present.**
11. **The HIRER must report the incident to the Booking Secretary Martin Hearmon on 01844 201920/07831 522731 or any member of the Management Committee.**