



## **PRECAUTIONS AND PROCEDURES IN THE EVENT OF A FIRE**

Owing to increased fire and safety regulations we are now required to supply all hirers with the following information.

This information is supplied to you to ensure that as a hirer of Lowdham Village Hall you are aware of all fire precautions, fire extinguishers and evacuation procedures in place at present and that you will pass this information to those people taking part in your event. After reading this information you should sign the below slip and return it to the Booking Clerk before the date of your booking or block of bookings. The Village Hall & Playing Fields Committee cannot take responsibility for the safety of any hiring group in the event of a fire because, as with the insurance, it has no control over activities during any let.

### **Equipment**

Fire extinguishers are located near main doors.

In the event of a power failure caused by a fire, emergency lighting will come on in all of the rooms and all exits will remain illuminated. Emergency lights will remain on outside the exits.

### **Evacuation Procedure:** COPY NOTICES IN ALL AREAS

Each group that hires any part of the Hall should have persons within the group who will act as stewards in the event of a fire. Action to be taken:

RAISE THE ALARM, BUT TAKE CARE NOT TO CAUSE PANIC. NOTIFY USERS IN OTHER ROOMS.

OPEN FIRE EXIT DOORS.

ENSURE THAT ANY ELDERLY, AMBULANT DISABLED OR PEOPLE IN WHEELCHAIRS ARE HELPED TO LEAVE THE BUILDING SAFELY. EVERYONE SHOULD MOVE AWAY FROM THE BUILDING IN CASE OF BREAKING GLASS. TOILETS SHOULD BE CHECKED TO ENSURE THEY ARE VACANT.

DIAL 999 TO REQUEST FIRE BRIGADE AT LOWDHAM VILLAGE HALL, MAIN STREET, LOWDHAM, NG14 7BD.

COMPLETE PLAN OF HALL AND EXITS OVERLEAF.

## ACCEPTANCE OF TERMS FORM

I have read all of the information regarding hiring and fire precautions and evacuation procedures and accept responsibility for the safety of the people present during my booking.

BOOKING DATE: .....

NAME: .....

SIGNATURE: ..... DATE: .....

Please sign and return this acceptance to the Booking Clerk before your hire.