

# 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 the Burton Joyce & Bulcote 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 attached slip and return it to the booking secretary before the date of your booking or block of bookings. The Village Hall Committee cannot take responsibility for the safety of any hiring group in the event of a fire because, as with the insurance, they have no control over activities during any let.

## Equipment :

Fire extinguishers are located near main doors.

## Lighting :

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

## Evacuation Procedure : COPY NOTICES IN ALL HALLS

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:

- 1) Raise the alarm, but take care not to cause panic. Notify users in other rooms
- 2) Open fire exit doors.
- 3) 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.
- 4) Dial 999 to request fire brigade at Burton Joyce Village Hall,  
Trent Lane, Burton Joyce, NG14 5EY
- 5) Telephone in rear corridor. **COMPLETE PLAN OF HALL & EXITS OVERLEAF.**

✍ \_\_\_\_\_

### Acceptance of terms form (revised May 2007)

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.

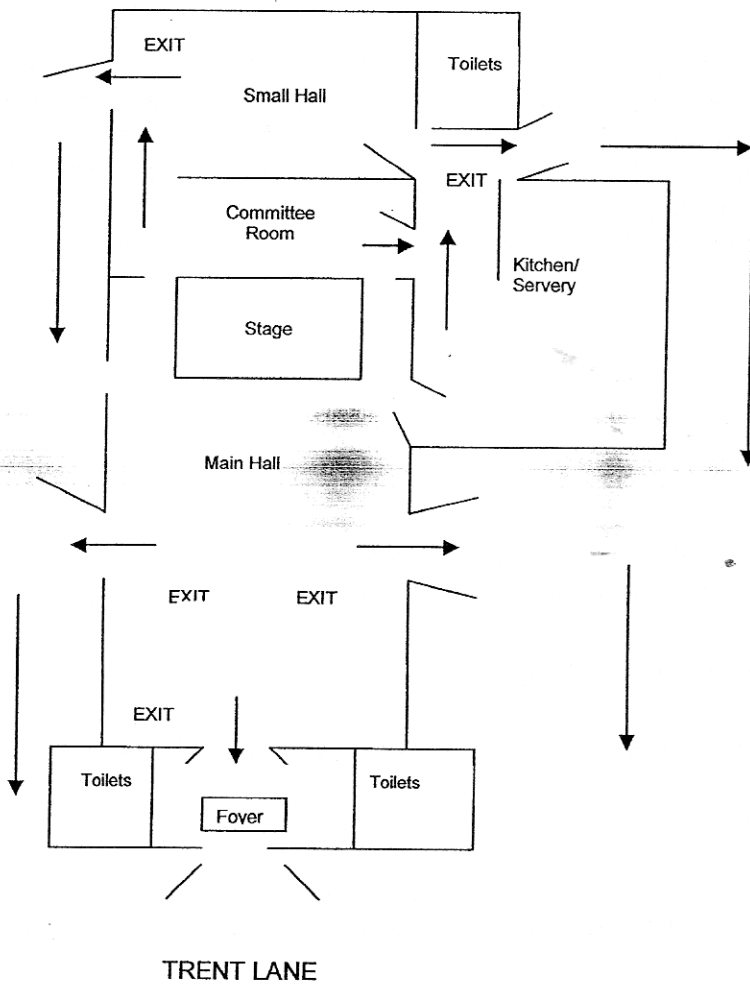
Booking dates.....

Name (block capitals).....

Signature

Date.....

Please sign and return this acceptance slip to the booking secretary before your hire



**External Exits :**

Care should be taken not to block fire exits by parking vehicles across the doorways at the front side and back of the building. Please observe the No Parking signs.

**Essential**

Please ensure you sign and return the attached form to the booking secretary before your let/lets.