



*Registered charity no. 1054017*

## **LANDFORD VILLAGE HALL – FIRE SAFETY GUIDANCE AND EMERGENCY PLAN FOR HIRERS**

YOU, THE HIRER, are the “**RESPONSIBLE PERSON**” in the event of a fire or emergency within Landford Village Hall during your hire of the hall and you must be in charge and ready to take control of any incident.

**PLEASE READ AND BECOME FAMILIAR WITH THESE INSTRUCTIONS**

### **1. BEFORE YOUR EVENT STARTS**

- Check that the fire exit lights are working
- Check that all fire exit routes are not blocked by e.g. tables, chairs, boxes, bouncy castles or equipment
- Check that you know where the fire extinguishers are stored
- Check that all electrical equipment and extension leads that have been brought into and/or being used are safe to use
- Check that no balloons or other decorations have been hung so that they could fall down and obstruct a fire exit
- Inform all of your attendees of the fire exit routes and the “Assembly Point” - which is located opposite the main entrance in the upper car park

### **2. DURING YOUR EVENT**

- Count the number of attendees
- Ensure that the fire exit routes do not become obstructed
- Brief any to attendees with visual, hearing or mobility issues and/or their assistants regarding their best evacuation route in the event of a fire or emergency
- Ensure that vehicles do not obstruct the fire exits
- Ensure that emergency services vehicles have a clear access route to the hall from Lyndhurst Road
- Ensure that your attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames)
- Be vigilant regarding any smells of burning or gradual build-up of smoke

### 3. EMERGENCY PLAN

- In the event of a fire or some other emergency – **Take Command!**
- Give loud and clear instructions and give assistance to attendees with visual, hearing or mobility issues
- Instruct attendees to evacuate the building using the nearest available exit in an orderly manner and gather at the “Assembly Point”
- Start the fire alarm by using the “Break glass points”
- Do not attempt to tackle a fire unless you are trained and confident to do so
- Call the Fire Brigade (**DIAL 999**) and give this address:

LANDFORD VILLAGE HALL  
LYNDHURST ROAD  
LANDFORD  
SP5 2AE

- Check every room, that is safe to enter, to ensure that everyone has left the premises
- Fire extinguishers should be used to clear a safe passage to the fire exit
- Once outside, at the “Assembly Point” check that everyone is accounted for
- Check that Lyndhurst Road and the area around the hall is clear for the emergency services vehicles
- Ensure a key holder remains available to give the Fire Brigade access if necessary
- Do not return to the building until the Fire Brigade has given instructions to do so

**YOUR PRIORITY SHOULD BE TO SAVE LIVES AND NOT THE BUILDING**