

NETTLETON VILLAGE HALL SAFETY **INFORMATION FOR HIRERS**

The persons hiring the hall are required to read, understand and fully comply with the Safety Information and Instructions contained in this document.

1. At the beginning of the hire period the Hirer shall ensure:

- That they familiarise themselves with the location and operation of all fire exits.
- That they familiarise themselves with the location of all fire safety equipment.
- That all escape routes are free from obstructions throughout the hire period.
- That any internal fire doors are not wedged open.
- That they have briefed all guests and visitors about what to do in an emergency at the beginning of the activity/event/function.

2. Action in the Event of a Fire:

- On discovering a fire, the person should sound the alarm by using one of the Fire Alarm push button points, located as per the diagram below.
- Call the Fire Brigade by dialing 999, asking for the 'Fire Service' giving the location as:

**Nettleton Village Hall
Moortown Road
Nettleton
LN7 6AA**

The nearest public telephone is located on Church Street and the corner of the A46



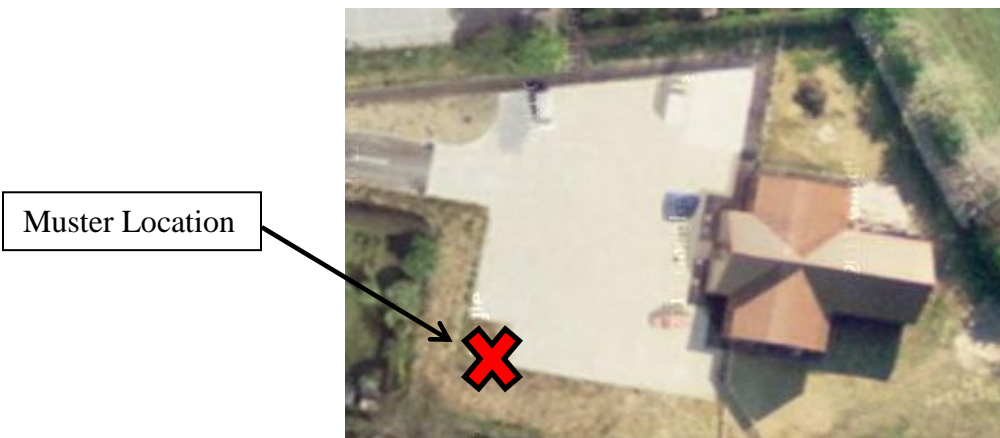
- The Fire Brigade must be called to any outbreak of fire, however slight and the full details must be reported to the Village Hall management committee as soon as possible.
- If and only if, it is deemed safe and you are confident to do so, extinguish the fire with **the appropriate appliances and equipment provided**.
- Fire Fighting equipment is located as per the diagram below

On hearing ‘Fire, Fire, Fire’ or the Fire/Smoke alarm, all persons on the premises are to:

3. Evacuate the building as follows:

- Exit the building using the nearest Fire Exit. These are identified by the green illuminated signs.
- Make their way to the front of the hall and congregate in the carpark, left hand corner when leaving the building as indicated on the picture below.
- The ‘Hirer/Person responsible for the event’ should, where safe to do so, ensure the building is clear of all personnel and close all doors.
- The ‘Hirer/Person responsible for the event’ becomes the ‘Incident Commander’ and is responsible for:
 - Ensuring everybody is accounted for
 - Ensuring no authorised persons re-enter the building
 - Meet the Fire Brigade on their arrival and brief them of the situation.

At this point the Fire Brigade will take control of the situation.



EMERGENCY EXITS & EQUIPMENT

-  = Emergency Exits
-  = Extinguisher
-  = Fire Alarm Push
-  = Fire Blanket
-  = First Aid Kit

