



## In Case of Fire

**If A Fire Is Discovered** - if you discover or suspect a fire, you must raise the alarm by activating the fire alarm system by use of the break glass points and shouting “**Fire!**”

The **Hirer** is deemed the “**Responsible Person**” and is designated the person in charge of the hall for the duration on the hire (note it is advisable to have a list of names of each person attending your event for use when taking a roll call - see below).

**Evacuation of Premises** - in the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance. Evacuation should take place in an urgent but orderly fashion, and occupants should report to the **assembly point (the Hare & Hounds car park)**, where a roll call will be carried out to ensure that everyone has evacuated the building safely.

It is **Hirers** responsibility to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

No matter how small the fire

**CALL THE FIRE SERVICE ON 999**

Give this address – Claygate Village Hall, Church Road, Claygate, KT10 0JP  
use a mobile phone or the public phone box by the bus shelter in Church Rd.

Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information as known about the incident as possible, including:

- Persons missing or trapped in the building, where and when they were last seen;
- Where the fire is, what it involves, and how big it is;
- Where the gas, electricity and water services are located;
- Any special hazards in the building which may affect the safety of personnel;
- The Fire Evacuation Plan is located in Foyer (and around Hall);
- Any other information which may be considered useful.

Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

**Fire Fighting** -if a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, **but only if it is considered safe to do so and only after the alarm has been raised** Regardless of whether the fire is successfully extinguished, **the Fire Service must still be called.**

All incidents, however small, must be reported to the Hall Management Committee.

Tony Woolhead - Hall Manager	01372 465515
Katie Ernest - Lettings Manager	01372 460173
Sally Williams - Chair of Trustees	01372 467797
Michael Elliot - Treasurer	07976 692809
Rosemary Treasure – Secretary	01372 462649