

VILLAGE HALL FIRE PROCEDURE

Instructions to the Fire Alarm System are on the notice board by the **Cleaning Cupboard**.
The Alarm Control Box is above the notice board.

See **FLOOR PLAN** on reverse for positions of **break glass alarm points, extinguishers, fire exits & first aid box**. (Also on notice board)

The **ASSEMBLY POINT** is on the **BOULES PISTE** at back of hall

In the case of a fire evacuation, please call the **Fire Brigade** to

THE ITCHEN ABBAS & AVINGTON VILLAGE HALL
Main Road Itchen Abbas SO21 1BQ

Should a mobile be inoperable, there is a **phone box** on the opposite side of the road to the Hall. **N.B. It does not accept cash.**

Please report the incident as soon as possible to the **Hall Manager on 01962 779813** or call the **number of the designated committee member**.

In the event of an evacuation of the Hall, **no-one should return into the building** until a decision has been made by the **attending committee member**.

PLEASE NOTE

1. Any electrical appliances brought to the hall **through outside agencies** e.g. caterers, discos etc must supply the Hall Manager with the necessary paperwork in advance of the hire, to show their equipment has been PAT tested within the last year and that they have valid public liability insurance.
2. Any other electrical appliances brought to the hall must be in good working order and used in a safe manner.
3. Please obtain **written permission from the Hall Manager to use candles** at the Hall. Candles must be low level and in heavily weighted containers to stop them from being knocked over. Night lights must be in a holder that will not conduct heat from the metal container onto the table, covers or woodwork internally or externally. Candles should not be placed near the curtains or other flammable objects.

The following number of attendants should be familiar with the location and operation of fire extinguishers and the procedures for the orderly evacuation of the premises in the case of fire or other emergency: (see floor plan)

- **Up to 25 persons - 2 attendants**
- **Over 25 persons – 4 attendants**

How to use an extinguisher

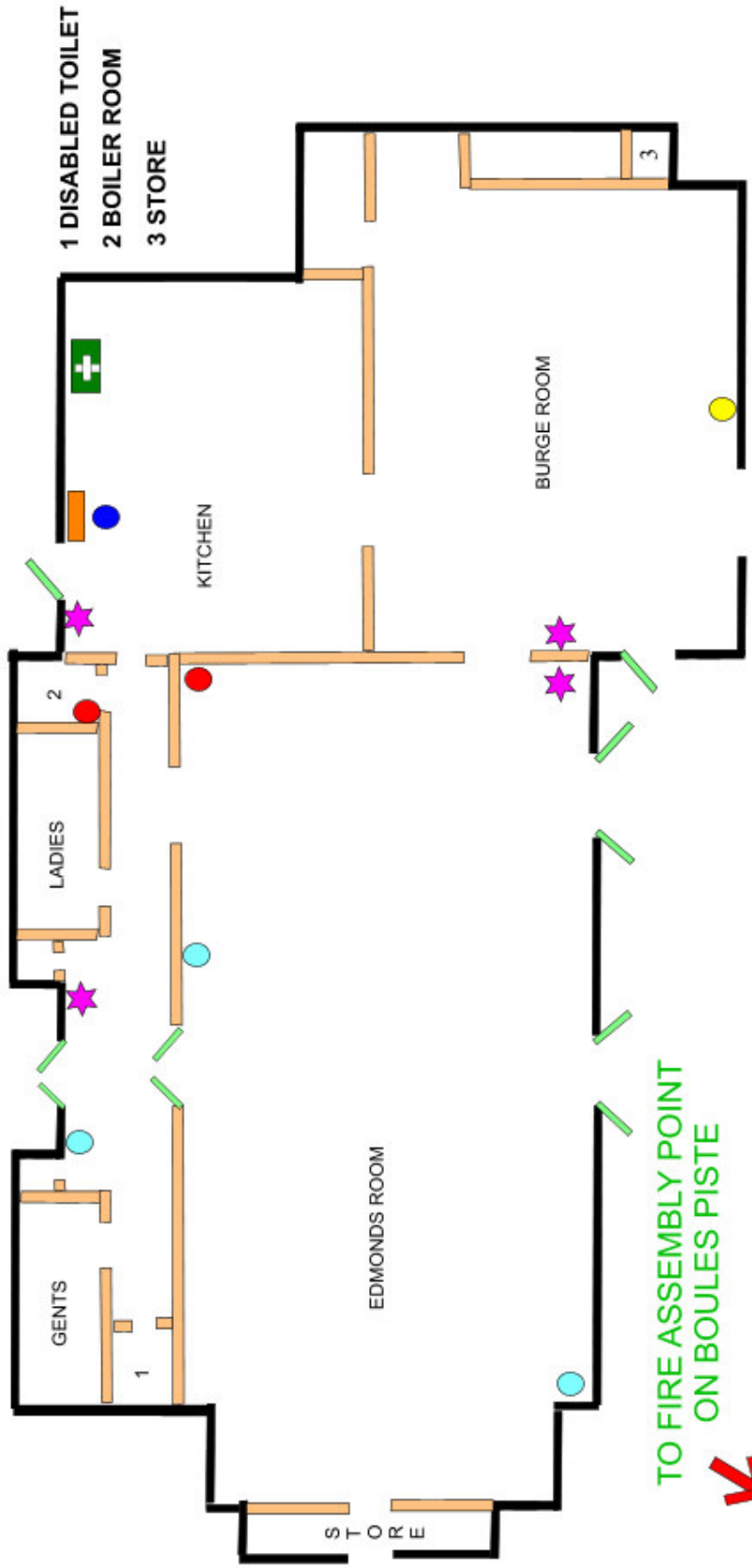
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|-----------------------|-----------------------------|
| 1. Take out of holder | 2. Make sure it is upright |
| 3. Remove hose end | 4. Release grenade pin |
| 5. Point hose at fire | 6. Squeeze handles together |

PLEASE NOTE **The hirer shall ensure that chairs, tables and other equipment are so arranged as to allow free and ready access to exits.**

By order of the Management Committee, Itchen Abbas and Avington Village Hall (Nov 07)

ITCHEN ABBAS & AVINGTON VILLAGE HALL - FLOOR PLAN

(Nov 2007)



KEY

- ALARM POINTS
- FIRE EXITS
- FIRST AID BOX

EXTINGUISHERS

- WATER
- FIRE BLANKET
- FOAM

NOT ELECTRICAL
Wood, paper
cloth, plastic,
rubber

CO₂

Live electrical
equipment

NOT ELECTRICAL
As for WATER and
Liquids & liquefiable solids

POWDER

Gases