

FIRE SAFETY GUIDANCE FOR HIRERS

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Corringham Village Hall during your hire of the Village Hall.

At all times the Village Hall is in use, the **RESPONSIBLE PERSON** must be in charge, and ready to take control of any incident.

Your priority should always be to Save Lives and not the building!

BEFORE YOUR EVENT STARTS:

- Check that the 'Fire Exit' lights are working.
- Check that all escape routes are not blocked, for example, by tables, chairs, or boxes.
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency.

DURING YOUR EVENT:

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open with door stops.
- Ensure that the Fire Exits and escape routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

AFTER YOUR EVENT:

- Remove all waste and check rooms for smouldering or items burning.
- Check cookers, heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

EMERGENCY PLAN

FIRE NOTICE **In the event of a fire** **DIAL 999**

The responsible person in charge of the hall will give **loud** and **clear** instructions and tell all persons to

- Leave the building using the nearest available exit
- Meet at the **ASSEMBLY POINT – far corner of car park**

Start the fire alarm if it is not already sounding, by using a '**Break Glass Point**' at one of the fire exits.

NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.

There is no public telephone nearby. Use a mobile to **call 999**.

GIVE THIS ADDRESS: **Corringham Village Hall**
 10a Middle Street
 Corringham
 DN21 5QR

Check every room that is safe to enter, to ensure everyone has left. Use firefighting equipment to clear a safe passage to a fire exit.

Check that everyone is accounted for and do not allow anyone to re- enter the building under any circumstances.

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.

All incidents, no matter how small, must be reported.

Corringham Village Hall - 07356292558

FIRE ESCAPE ROUTES & EQUIPMENT LOCATIONS

