

Itchen Abbas and Avington Village Hall

FIRE PROCEDURES

- **Instructions to the Fire Alarm System** are on the notice board by the **cleaning cupboard, just inside and to the left of the main front doors**
- **The Alarm Control Box** is above the notice board
- See **FLOOR PLAN** on reverse for positions of **break glass alarm points, extinguishers, fire exits and first aid box** (these are also on the notice board)
- The **ASSEMBLY POINT** is on the **BOULES PISTE in the garden** at the back of the Hall

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

ITCHEN ABBAS AND 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.
NB. It does not accept cash

Please report the incident as soon as possible to the **Hall Manager on 01962 779798** or call any / all of the designated Village Hall Committee members whose 'phone numbers are on the notice board just outside the main front doors of the Hall.

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**.

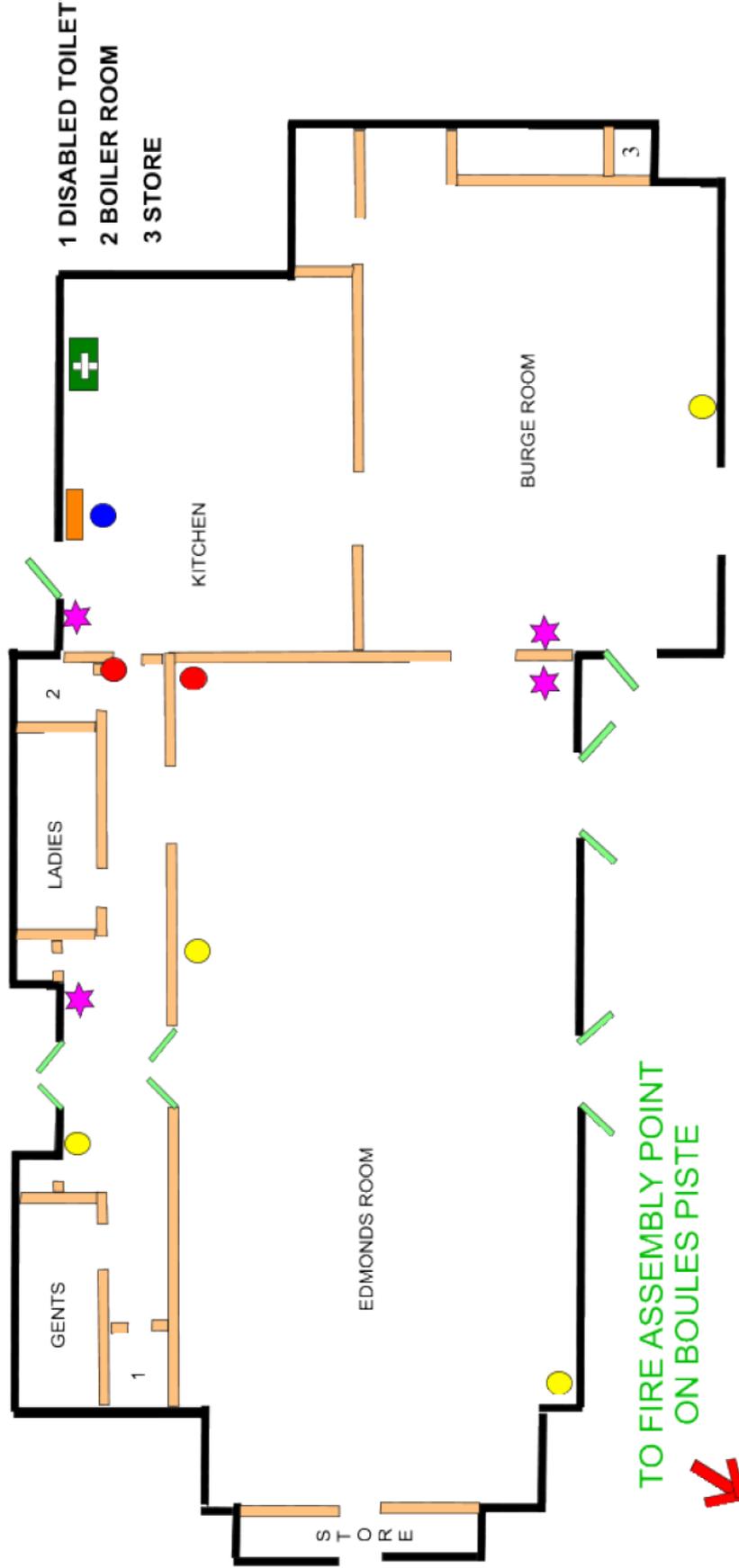
PLEASE NOTE, AS THE HIRER:

1. If you use any outside agencies (such as caterers, bands, etc) it is your responsibility to ensure that:
 - all electrical appliances they bring to the hall have been PAT tested within the last 12 months
 - they have valid public liability insurance.
2. You must ensure that any other electrical appliances brought to the hall are in good working order and used in a safe manner.
3. **You must obtain written permission from the Hall Manager to use candles / night lights 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.*
4. You must also ensure that chairs, tables and other equipment are so arranged as to allow free and easy access to exits.

<p>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 overleaf):</p> <p>Up to 25 people at the event - 2 attendants Over 25 people at the event - 4 attendants</p>	<p>How to use a fire extinguisher:</p> <ol style="list-style-type: none">1. Take out of holder2. Make sure it is upright3. Remove hose end4. Release grenade pin5. Point hose at fire6. Squeeze handles together
--	--

ITCHEN ABBAS & AVINGTON VILLAGE HALL - FLOOR PLAN

(Revised July 10)



KEY

- ALARM POINTS 
- FIRE EXITS 
- FIRST AID BOX 

EXTINGUISHERS

-  WATER
-  FOAM
-  FIRE BLANKET

NOT ELECTRICAL
Wood, paper
cloth, plastic,
rubber

NOT ELECTRICAL
As for WATER and
Liquids & liquefiable solids

-  CO₂
-  POWDER
-  Live electrical equipment
-  Gases