**WYLYE (WYVERN) VILLAGE HALL - FIRE SAFETY POLICY - APPENDIX 1**

**FIRE GUIDANCE and EMERGENCY PLAN for HIRERS**

Please read and be familiar with the contents of these instructions before you use the Village Hall.

As HIRER, you are the RESPONSIBLE PERSON who, in the event of a Fire or any other Emergency within the Wylye (Wyvern) Village Hall, must be ready to take control of the incident during your period of hire of the Hall. The Hirer agrees/warrants that they will explain the Wylye (Wyvern) Village Hall fire and evacuation procedures to all Attendees at the Hirer’s event/s.

You must act as the Fire Marshall in the event of a fire. Your priority should always be to Save Lives and not the building!

**BEFORE YOUR EVENT STARTS YOU SHOULD CHECK THAT:**

* The Hall’s green ‘Fire Exit’ lights are illuminated above the Fire Exits
* All the Hall’s ‘Fire Exit’ routes are not blocked, for example by tables, chairs etc.
* You know where the Hall’s Fire Extinguishers are stored and are familiar with the different uses of CO2 and Powder extinguishers.
* Any electrical appliances brought into and used in the Hall are safe, in good working order and used in a safe manner in accordance with the Wylye Village Hall’s Terms and Conditions.
* No balloons or other decorations have been hung within the Hall in such a way that they might fall down and obstruct a Fire Exit.
* In the event of a fire or an emergency, everyone at the Hall know the locations of all ‘Fire Exit’ routes and Fire Extinguishers and the location of the ‘Assembly Point’ in the Car Park outside.

**DURING YOUR EVENT**

* Ensure that the Hall’s ‘Fire Exit’ routes remain unobstructed.
* Brief any disabled people and/or their assistants regarding their best evacuation route from the Hall in the event of a fire or an emergency.
* Ensure that no vehicle obstructs the Hall’s main entrance, so that wheelchair users and those with prams/buggies may be able to leave the Hall safely.
* Check that emergency service vehicles have a clear access route to the front of the Hall.
* Check that your event attendees do not engage in any activity that is likely to cause a fire, for example smoking, use of candles or other naked flames.

**EMERGENCY PLAN**

* In the event of a Fire or other emergency “Take Command of the Situation”.
* Give loud and clear instructions.
* Tell everybody to immediately evacuate the building to the nearest available exit and gather at the ‘Assembly Point’ in the Car Park.
* CALL THE FIRE BRIGADE - DIAL 999, give what3words ///songbird.hillside.bikers and address:

Wylye (Wyvern) Village Hall, High Street, Wylye, BA12 0QP

* Use fire extinguishers if necessary to clear a safe passage to Fire Exits.
* Once you reach the ‘Assembly Point’, take the names of all present and ask those assembled if they know of anyone who is missing.
* Check the area around the Hall remains clear for use by emergency services.
* Do not allow anyone to enter the Hall until a fire officer tells you it is safe to enter.
* Contact the Hall’s Trustees on these phone numbers to report the incident:

Chairman/Fire Safety Coordinator - Alastair Wicks 07711 581266

Booking Secretary - Amanda Morwood 07867 816754