

BEEDING & BRAMBER VILLAGE HALL

Registered Charity No. 305435

FIRE PRECAUTIONS

The fire exits are located:

- in the main hall (through double doors leading onto the front of the building)
- in corridor on right hand side at back of hall
- inside large back room
- inside small back room

THE FIRE EXITS MUST REMAIN CLEAR AT ALL TIMES

Fire extinguishers are located:

- one by back door
- one by small back room
- one by double front doors

Fire blankets can be found in both kitchens

FIRE DRILL

In the event of a fire, **THE PERSON IN CHARGE OF THE HALL OR FUNCTION** will:-

- instruct all persons to leave the building, using the nearest available exits, and assemble in the car park opposite the hall.
- ensure those present do not run and do not stop for personal belongings.
- ensure that children and any disabled persons are escorted
- check toilets especially the disabled toilet
- **CALL THE FIRE BRIGADE**

The nearest telephone is directly opposite the main entrance door number **01903 814856 DIAL 999 AND GIVE THIS ADDRESS: BEEDING & BRAMBER VILLAGE HALL HIGH STREET, UPPER BEEDING, BN44 3WN**

Once the hall has been evacuated, nobody should re-enter the building.

On the arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.

Attendants should only attempt to extinguish the outbreak using the fire appliances provided it is considered safe to do so.