

Brede Village Hall Fire Evacuation Policy

This policy has been drawn up to safeguard the users of Brede Village Hall.

It has been designed to make hirers aware of their responsibilities in relation to themselves and the persons attending their class/meeting/group/gathering.

Hirers should make themselves aware of the content of this policy which now forms part of the conditions of hire.

If the hirer is not willing to sign-up to this policy, they will not be able to hire the hall as doing so will invalidate the Hall's Insurance.

Key Points

Hirers are required to:

- **familiarise themselves with the location of the Fire Assembly point:**
 - see Fig. 1 below
- **familiarise themselves with the locations of the 3 x Fire Alarms in the building:**
 - indicated by yellow dots on Fig. 1 below
- **be aware of the number of people attending their class**
- **be aware of any attendees needing assistance in the event of an evacuation**

In the Event of a fire

Hirers are required to:

- **upon discovering a fire use the nearest Fire Alarm to sound the alarm**
- **upon hearing a fire alarm, immediately evacuate the building calmly using the nearest fire exit.**
- **leave all personal belongings behind,**
- **close doors behind you to contain the fire, and do not re-enter until instructed.**
- **if smoke is present, crawl low.**
- **ensure that ALL attendees have left the building**
- **report any missing persons to the Fire Warden or Emergency Services**
- **if Trapped:** Close the door, pack materials around the gaps to block smoke, and call for help at the window
- **call 999 and ask the Fire Brigade to attend:**
 - Brede Village Hall
 - Cackle Street
 - Brede, Rye, East Sussex TN31 6DX

What3Words location: **///added.shortens.milky**

Brede Village Hall Fire Evacuation Policy

- contact the following committee members:

Mick Mercer (Fire Warden) 07736 520263

Mike Duffield (Chairman) 07789 487819

