



ST. BOSWELLS VILLAGE HALL

FIRE SAFETY BRIEFING

TO BE READ OUT AT THE BEGINNING OF ALL EVENTS

In the unlikely event of a fire you will hear a loud continuous siren, and you should leave the building immediately via the nearest emergency exit and assemble at the bus stop that is across the road. The Hall does not have any visual alarms. *It is not on automatic connection to the fire service.*

There are four emergency exits from this building, each marked with a green illuminated sign, and they are as follows:

1. Through the fire exit in the passageway at the Hunters Stables side of the Hall (at the bottom of the stairs to the Upper Hall), back along the outside of the building onto Main Street and then left around to the bus stop. Recommended for disability exit – a ramp leads down towards Main Street.
2. Through the fire exit in the entrance lobby and straight across Jenny Moore's Road to the bus stop. Recommended for disability exit – a flat surface.
- 3 and 4. Through either of the doors at the end of the Main Hall, out onto the Main Street and then left around to the bus stop.

Once you are gathered there the organiser of this event will check to ensure that everyone is present.

The event organiser's responsibilities are as follows:

1. Ensure that the above Fire Safety Briefing is read to all users attending the event prior to the event getting underway. Care should be taken to point out the abovementioned disability exits.
2. Familiarise themselves with the escape routes.
3. Familiarise themselves with the type and location of fire fighting equipment and the means of warning in the event of a fire
4. Ensure that no flammable materials are stored in the St Boswells Village Hall without the written permission of the Village Hall Management Committee.
5. In order to ensure, as far as possible, safe evacuation from the hall in an emergency, regular users of the hall should hold regular evacuation drills (normally a minimum of twice a year).

IN THE EVENT OF A FIRE: FIRE EVACUATION PROCEDURE

In the event of a fire it will be necessary to evacuate the Village Hall quickly. The safe evacuation of all occupants of the Village Hall is the responsibility of the event organiser. The assembly point for all persons following an evacuation is the bus stance on the other side of Jenny Moore's Road. Be careful crossing the road.

Any person discovering a fire should act as follows

1. Sound the fire alarm, normally by means of the nearest 'break glass' alarm point.
2. Leave the building by the safest and quickest route (NB the disability exits noted above) and proceed to the assembly point.
3. Ring 999 for the Fire Brigade. *The hall alarm is not on automatic connection to the fire service.*

In the event of a fire the event organiser should act as follows

1. On hearing the alarm, assist as far is safe to do so with the evacuation of the building.
2. Make sure 999 has been rung for the Fire Brigade. *The hall alarm is not on automatic connection to the fire service.*
3. Gather everyone at the assembly point and carry out a roll call to ensure that everyone is accounted for. You should have counted the number of persons present at the beginning of your event.
4. Assist as necessary in keeping entrances to buildings clear and preventing re-entry.
5. Only allow re-entry when instructed to do so by the Fire Officer.
6. Report the situation to the hall's caretaker, Raj Gill. Contact number: 07557-640896. In a non-emergency situation he may be texted on that number, or emailed via caretaker@stboswellsvillagehall.org.