



## HIRER'S FIRE INSTRUCTIONS

The Hirer is required to observe the Wetheral Village Community Hall fire instructions and Fire Action notices. The Hirer's responsibilities are outlined below. All new hirers will be shown the location of emergency exits and have the emergency evacuation procedures explained to them. In the event of an evacuation the Hirer takes on all the Fire Marshall Responsibilities indicated below.

The Hirer shall ensure that all fire exit doors are kept clear and available for exit throughout the event. No obstruction is to be placed in any corridor or exit route. All fire-fighting equipment must be kept visible and accessible. Any special fire safety needs not covered must be raised by the Hirer in advance of the event. All electrical equipment brought into the premises by user groups shall be identified to a member of staff and have evidence of recent PAT testing.

### As the Hirer you are responsible as follows

As a Fire Marshal during your hire period, you are responsible for ensuring that those using the hire premises are evacuated in an emergency.

### If the fire alarm sounds, you must:

- Ensure that all areas are evacuated and that people move to the assembly point in the Car Park,
- Check all rooms and toilets, shutting doors once the rooms are empty, on your way to the assembly point,
- Report details of the completed evacuation or other appropriate information to the person in charge at the assembly point/Fire Officer.

**You are responsible for ensuring that all staff and people involved (paid and volunteer staff, guests etc.) at the start of any event or function understand the basic fire safety precaution arrangements and procedures as follows:**

- The location of fire alarm call points and how to use them,
- The location of fire exits,
- The location of the fire assembly point,
- The location of fire extinguishers and fire fighting equipment.

On discovering a fire the alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum risk to self). Evacuating the building is the safest thing to do.

If evacuation is necessary it is important to remember the following **Golden Rules**:

- Don't panic - keep a clear head
- Raise the alarm
- Do not stop to collect personal belongings or allow others to do so
- Assist visitors and people with disabilities on your way out, if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Report any persons unaccounted for to the person in charge at the assembly point/Fire Officer.

**Do NOT re-enter the building OR allow others to do so until instructed by the Fire Officer in charge**

## FIRE ACTION ANY PERSON DISCOVERING A FIRE

### 1. Sound the alarm



2. To call the Fire & Rescue Service dial 999 and speak distinctly. Do not hang up until the address is repeated by the Fire Service.



3. Attack the fire if possible (if you have received training) using the appliances provided.



## ON HEARING THE FIRE ALARM

4. Leave the building by the most direct route, closing all doors behind you.



5. Report to the assembly point at

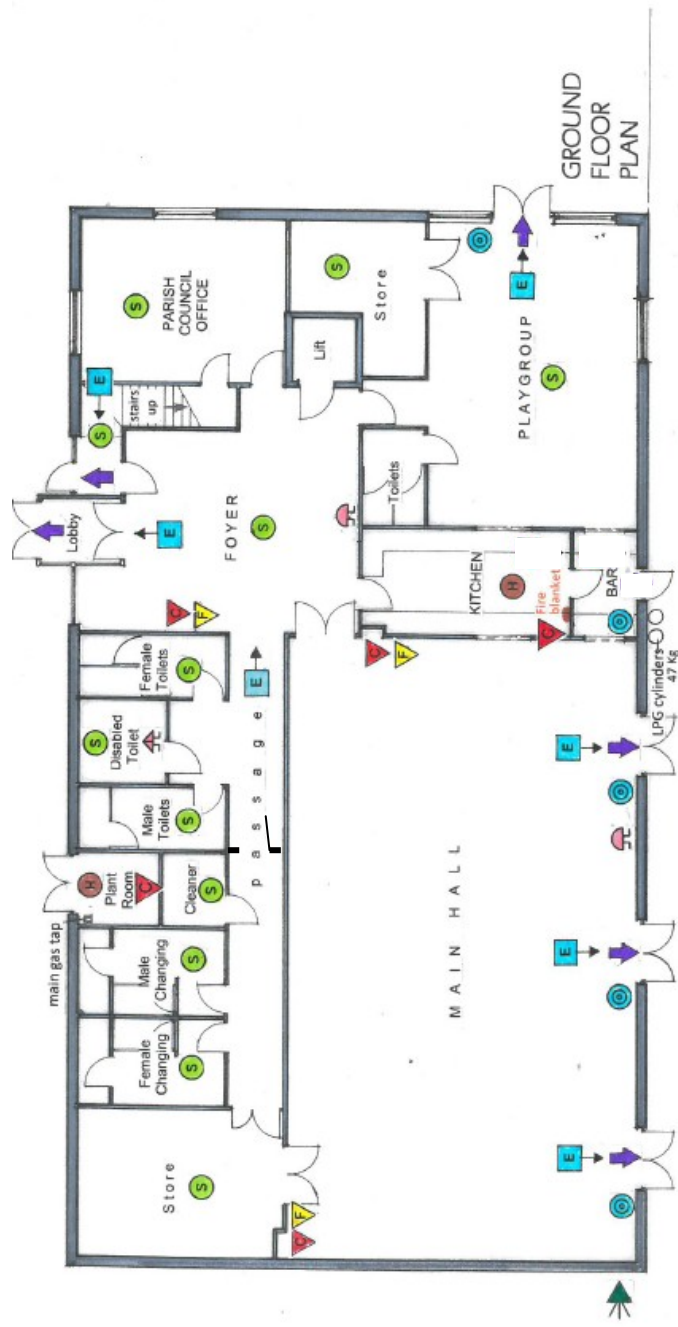
CAR PARK













**Do not take risks.  
Do not return to the building for any reason until authorised to do so.**



**Do not use the lift.**



-  Break glass call point
-  Electrical sounder and indicator light
-  Foam fire extinguisher 6L
-  Optical smoke detector
-  Electrical sounder / light to Disabled WC
-  External alarm / sounder light
-  Fixed temperature heat detector
-  CO<sub>2</sub> fire extinguisher 2Kg
-  Fire escape door
-  Fire exit directional sign

**Emergency Fire Evacuation Diagram**  
 Wetheral Village Community Hall