

# **IN THE EVENT OF FIRE AT OFFENHAM VILLAGE HALL**

(Formally adopted 22<sup>nd</sup> August 2022)

## **FIRE PROCEDURE - INSTRUCTIONS FOR USERS OF THE HALL**

If you see smoke anywhere in the hall or kitchen **DO NOT INVESTIGATE IT, BUT FOLLOW INSTRUCTIONS BELOW:**

1. PRESS NEAREST BREAK GLASS POINT TO SET OFF GENERAL ALARM
2. EVACUATE YOUR GROUP OUT OF HALL THROUGH NEAREST EXIT AS SOON AS POSSIBLE. DIRECT THEM TO MUSTER POINT WHICH IS ON THE RECREATION GROUND. CHECK THAT ALL THE GROUP IS THERE.
3. DIAL 999 FOR FIRE BRIGADE
4. NOTIFY VILLAGE HALL MANAGER MARTIN ROBERTS ON **07986 255739**. (If Martin is unable to go to the village hall himself, HE MUST INSTEAD, CONTACT A MEMBER OF THE COMMITTEE TO GO TO THE VILLAGE HALL IMMEDIATELY.)
5. WAIT FOR FIRE BRIGADE AND A MEMBER OF THE VILLAGE HALL COMMITTEE TO ARRIVE. The committee member will then liaise with the Fire Brigade. It will be necessary to lock up afterwards, so if the committee member does not have a key, the user group will provide their key before they leave.

**IF AN ALARM GOES OFF AND IT APPEARS TO BE A FALSE ALARM, PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

THE FIRE ALARM PANEL IS LOCATED AT THE FAR END OF THE KITCHEN ABOVE WORK SURFACE.

### **TO SILENCE THE ALARM**

GO TO PANEL

TURN RED KEY A QUARTER TO THE LEFT

PRESS SILENCER BUTTON (BLACK BUTTON IN RED SQUARE)

PRESS RESET BUTTON (BLACK BUTTON IN GREEN SQUARE)

RETURN RED KEY TO VERTICAL POSITION

If alarm continues to go off, there is a fault. Follow instructions up to, and including Silencer button. Notify Martin Roberts on 07986 255739: