



FIRE PRECAUTIONS FOR HIRERS

All hirers of the centre must have within their party a designated person who is responsible for the safe evacuation of the Hall in the event of an emergency

Ensure that all the Fire Exit signs are illuminated by turning on the lower of the two switches inside the bolted cupboard which is to your right when facing the kitchen door. Please turn them off when you leave.

Ensure that the Fire Exits are not obstructed, including the door between the main Hall and the side fire exit.

Please do NOT prop or wedge open any of the fire doors

Put all combustible waste material (e.g. cardboard packaging), into the appropriate bin outside – please do not leave it in the hall.

IF A FIRE OCCURS

- On discovering a fire, detecting smoke, a smell of burning, or simply a suspicion of fire, you must immediately raise the alarm by breaking the nearest fire alarm break glass point. The alarm will also sound automatically if one of the smoke detectors is activated.
- The designated person must then call the fire brigade on 999 using a mobile 'phone (only use the Payphone, which is free for 999 calls, if it is safe to remain and do so) and give the following address

**Toft People's Hall
is located at the
North end of School Lane,
Toft, CB23 2RE**

- Whilst the alarm is sounding, the designated person must ensure that all hall users are accounted for and have proceeded to the evacuation point, which is the car park.
- Only tackle the fire if safe to do so and you are confident that the extinguisher is the right type for the particular fire.
- Do not re-enter the Hall until the fire brigade has given the 'all clear'.

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