

SOUTHBOURNE VILLAGE HALL

FIRE SAFTY POLICY

In the event of a fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits.

**CALL THE FIRE BRIGADE.
DIAL 999 AND GIVE THIS ADDRESS:**

**The Village Hall,
First Avenue,
Southbourne,
Emsworth
PO10 8HN**

Attendants should ensure that once the hall has been evacuated members of the public do not re-enter the building to collect personal belongings, etc.

On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.

Attendants should only attempt to extinguish the outbreak using the fire appliances, provided if it is considered safe to do so.

END OF SESSION CHECK LIST

- Check that heaters and cookers are turned off.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights not required for security purposes.
- Close all internal doors.
- Secure all outside doors and windows.