



**MUDFORD  
VILLAGE HALL**  
*The perfect venue*

## **FIRE SAFETY AND PROCEDURES**

### **IF THE FIRE ALARM SOUNDS**

1. Delegate a person/s to assist children, elderly & disabled to leave the building and go to the car park.
- 2 Ensure that everyone else leaves the hall and meets in the car park. close windows and doors if safe to do so.
3. If necessary, use the **Fire Extinguishers** to ensure safe access to the exit points
4. Check everyone is accounted for and is out of the hall.
5. Call 999 and ask for the Fire Service.
6. If safe to do so, the hirer or a responsible person should go to the **Fire Control Box** in the main entrance foyer. Ascertain the site of the fire.
7. Silence the alarm if you are sure everyone is out of the building, by pressing **ALT** then **514** then **1**. The buzzer will sound so press 4 (silence buzzer).
8. If the fire spreads to another area, the alarms will re-sound and the site be identified.
9. If the cause of the fire alarm sounding is steam or smoke in the kitchen, open the doors and allow it to dissipate.
10. Any fire alarm incident must be reported to a member of the hall committee.

*(More information on fire safety can be found on a noticeboard next to the fire alarm box in the foyer.)*