



SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
Slitting Mill
Staffordshire
WS15 2UW

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FIRE SAFETY GUIDANCE AND EMERGENCY PLAN FOR HIRERS

You, The Hirer, are the 'Responsible Person' in the event of a Fire or an Emergency within the Victory Hall during your hire of the hall.

At all times the hall is in use, the 'Responsible Person' must be in charge, and ready to take control of any incident.

Please Read and Become Familiar with These Instructions

Your priority should always be to save lives and not the building.

Before Your Hire/Event Starts

- Check that the hall 'Fire Exit' lights are working.
- Check that the fire alarm panel positioned in the entrance foyer has a power light on and that there are no faults shown.
- Fire/smoke detectors are positioned as shown.
 - Entrance foyer - 1 smoke detector
 - Main Hall - 2 smoke detectors.
 - Stage - 1 smoke detector.
 - Annexe - 1 smoke detector.
 - Kitchen - 1 heat detector.
 - Toilet Corridor - 1 smoke detector
- Fire warning bells are positioned as shown.
 - Entrance Foyer
 - Main Hall
 - Toilet Corridor
- Check that the 'Fire Exit/Evacuation' routes are not blocked by tables, chairs or any other obstacles.
- Check that you know where the hall's Fire Extinguishers are placed and the different uses of Foam and CO₂ fire extinguishers, position of extinguishers as detailed below is shown on the Fire Strategy drawing at the end of this plan and also on the Victory Hall notice board in the main hall.
 - Main Hall - 1 Foam extinguisher for use on general type fires.
 - Stage - 1 CO₂ extinguishers for use on electrical fires.
 - Annexe - 1 Foam extinguisher for use on general type fires.
 - Kitchen - 1 CO₂ extinguishers for use on electrical fires.
 - Kitchen - There is also a fire blanket for use on cooker hob fires.

For how to use these please look at instructions on the individual extinguishers, and at the end of this Emergency Plan.

- Check visually that all electrical equipment and extension leads that have been brought into the hall either by the hirer, or by entertainers etc. employed by the hirer for any function/ hire are in a good condition and that there are no bare or loose wires.
- Check that any decorations hung from the walls will not be heavy enough to fall down and obstruct emergency exits or heaters. Decorations should only be hung from the existing hooks in the walls and removed after use.
- Inform all of your attendees to the hall of the 'Fire Exit' routes and the assembly point at the top of the drive, as shown on the attached drawings and displayed on the Victory Hall notice board in the main hall.

During The Event

- Ensure that the hall's 'Fire Exit' routes do not become obstructed.
- Brief any disabled attendees and/or their assistants regarding their best evacuation route from the hall in the event of a fire or an emergency, the main entrance is the only flat exit and would be considered the best route.
- Ensure that the car park entrance from Slitting Mill Road is not obstructed, to allow wheelchair users, prams/buggies to leave the hall grounds, also for Emergency Vehicle Access.
- The hall is a no smoking and no vaping area, ensure that any attendees do not smoke or vape in the hall, there is a smoking area to the right of the main entrance to the hall, which is sign posted.
- Ensure that there are no candles/naked flames within the hall, unless permission has been given by The Committee for their use, the fire alarm system may have to be isolated.
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke, although the fire detection system should detect any fire/smoke.

Emergency Plan

In the event of a fire or some other emergency: take command.

- Turn off any loud audio devices.
- Give loud and clear instructions.
- Tell Everyone attending the hall to:
- Immediately evacuate the hall using the nearest available exit.
- Gather at The Assembly Point and not to wander off.
- If the fire alarm has not already sounded, set off the alarm via a break glass point. Positions of these are detailed below and are shown on the Fire Strategy drawing at the end of this plan and on the Victory Hall notice board in the main hall.
 - Foyer - adjacent main door on left when leaving
 - Main Hall - side exit door on right when leaving
 - Toilet Corridor - adjacent exit door on right when leaving
 - Annexe - adjacent door on left when leaving
- Call 999 or 112 and request Emergency Fire Services

The Hall Address is:

Victory Hall, Slitting Mill Road, Slitting Mill, Rugeley, Staffordshire. WS15 2UW

- If possible and safe check every room to ensure all attendees have evacuated the hall.
- If possible use the fire extinguishers within the hall to tackle the fire only to clear a safe passageway for attendees, Do not risk life by trying to put out the fire.
- Once outside at the Assembly Point at the top of the drive, check that all attendees are accounted for.
- Check that the street and surrounding area of the hall is clear for Emergency Services Vehicle Access.
- Do not allow any attendee to re-enter the hall for any reason.
- Contact a member of the Victory Hall Committee to inform them of the situation:

Emergency Hall Telephone Number: 07394 914296

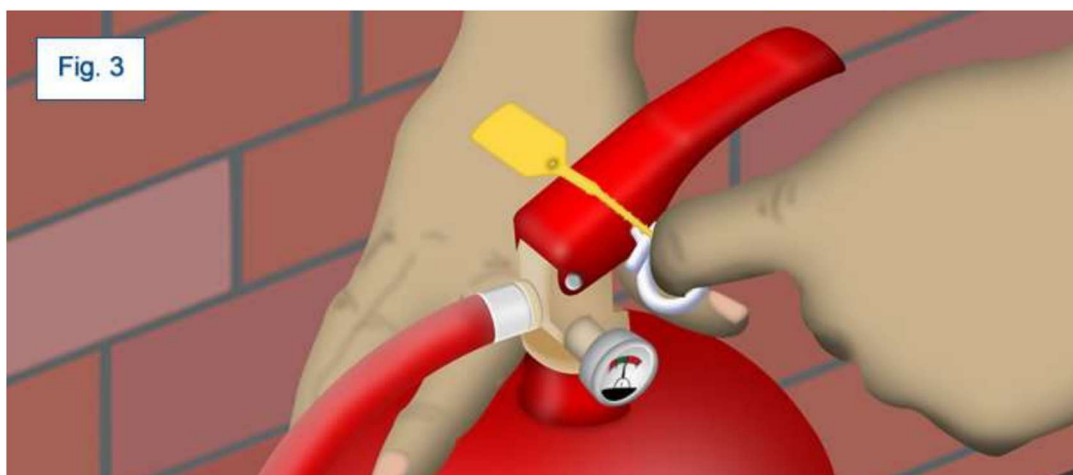
Fire Extinguisher and Fire Blanket Instructions

How to use Foam Extinguishers

Foam fire extinguishers are suitable for use on class A and class B fires but are used in different ways depending on the type of fire on which they are being used.

Only tackle small fires with an extinguisher. If the fire has taken hold do not fight the fire but evacuate immediately and warn others of the fire, then call the **Fire and Rescue** service. If you tackle the fire make sure you stay at a safe distance and follow the instructions below.

1. Pull the safety pin (**Fig.3**), this will also break the tamper seal
2. Squeeze the lever to start discharging the extinguisher.
3. Where to aim the fire extinguisher nozzle:
 - **Flammable liquids:** Aim the hose at a vertical surface near the fire, do not spray directly at the fire as this could cause the burning liquid to splash and the fire to spread to surrounding areas. Foam extinguishers build-up of foam on the surface of the burning liquid, cutting off the oxygen supply to the fire and cooling the hot liquid.
 - **Electrical fires:** If your foam extinguisher is tested to 35000 Volt (35kV) you can use the extinguishers on live electrical fires. However, keep a safety distance of 1 metre.
 - **Solid combustibles:** Aim the nozzle at the base of the fire, moving across the area of the fire
4. Ensure all of the fire has been extinguished; the foam creates a blanket over the fire and helps to prevent re-ignition.

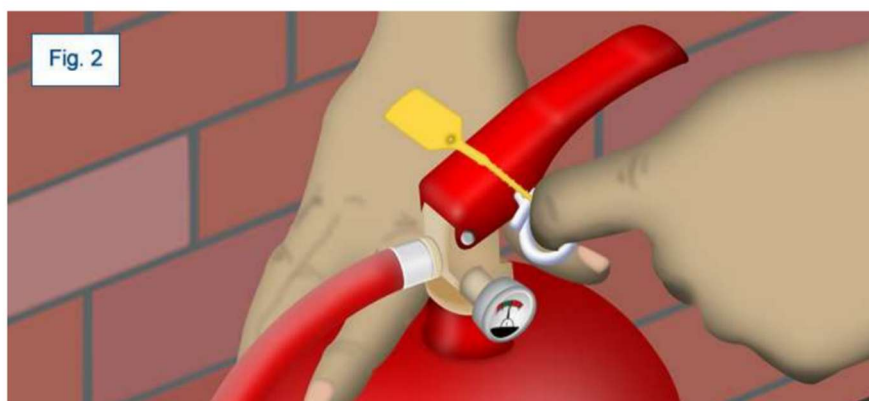


How to use CO₂ Extinguishers

CO₂ fire extinguishers are mainly aimed at electrical fires but are also suitable for Class B liquid fires and are used in different ways depending on the type of fire they are being used on. Do not use CO₂ extinguishers in very small spaces, as there is a risk of asphyxiation.

Only tackle small fires with an extinguisher. If the fire has taken hold do not fight the fire but evacuate immediately and warn others of the fire, then call the fire and rescue service. If you tackle the fire make sure you stay at a safe distance and follow the instructions below.

1. Pull the safety pin (**Fig.2**), this will break the tamper seal
2. Do not hold the horn, unless it is a frost-free horn, as it becomes extremely cold during use and can lead to severe frost burns. Only purchase CO₂ extinguishers with frost-free horn to prevent this happening.
3. Squeeze the lever to start discharging the extinguisher. Please note that the CO₂ extinguishers make a very strong discharge noise, which is normal.
4. Aiming the extinguisher:
 - **Flammable liquids:** Aim the horn at the base of the fire and move across the area. Be careful not to splash the burning liquid with the powerful jet of the CO₂ extinguisher.
 - **Electrical equipment:** Switch off the power, where safely possible, to prevent later re-ignition and then direct the horn straight at the fire
5. Please note that a CO₂ extinguisher only has a very short discharge time.
6. Ensure all the fire has been extinguished as re-ignition is easily possible when a CO₂ extinguisher has been used. CO₂ gas drifts off after use and if the fire is still very hot it might just re-ignite.



How to use Fire Blankets

Fire blankets can be used on fires involving combustible cooking media or in instances where a person's clothing has caught fire.

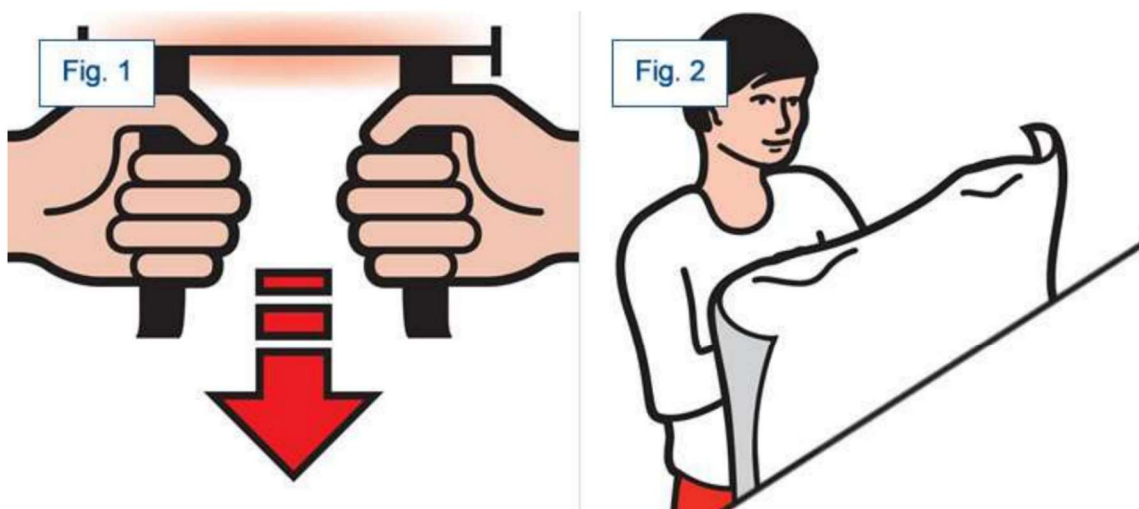
Fires involving combustible cooking media

1. Turn off the heat source if it is safe to do so (NEVER move a container with burning liquid)
2. Pull the tapes to release the fire blanket from its box (**Fig. 1**)
3. Hold the blanket in a shield position and if possible wrap the blanket around your hands for protection (**Fig. 2**)
4. Place the blanket gently over the pan/container to smother the fire
5. Leave the pan to cool completely – do not attempt to uncover until it is completely cool

If the oil pan fire is too big to tackle evacuate the building immediately and call the emergency services (999).

Personal clothing fires

1. Pull the tapes to release the blanket from its box
2. Hold the blanket in a shield position and if possible wrap the blanket around your hands for protection
3. Wrap the fire blanket around the person who is on fire to smother the flames



The above instructions are provided by Safelincs Fire & Safety Solutions.