

SOUTH WOODHAM FERRERS VILLAGE HALL

FIRE ALARM PROCEDURE

The fire alarm is a continuous ringing of the bells

When the alarm is activated, the monitoring Call Centre is automatically notified and they will contact a Key Holder. A key holder should be on site within 15 minutes.

Alarm Activation: -

1. Hirers must ensure all their personnel and visitors are evacuated from the premises.
2. **The Emergency Assembly Point is the front car park by the Blue Cage and play area.**
3. Once evacuation is complete and a fire is apparent or strongly suspected then a Group leader **MUST** ring for the fire brigade i.e. dial 999.
4. Should a false alarm be suspected and a Key Holder has not arrived within 15 minutes then the lead hirer may re-enter the premises to confirm this is the case.
5. **At all times great care must be taken.**
6. Only if a false alarm is confirmed then groups can re-enter the premises to continue their lets.

Alarm Activation when bar is staffed: -

1. The Duty Bar Staff will assess the status of the alarm.
2. Should there be a fire the staff should call the Fire Brigade.
3. Providing that it is safe to do so, the Bar staff should check all rooms and evacuate the building
4. All personnel should proceed to the **Emergency Assembly Point in the front car park by the Blue Cage and play area.**
5. If a false alarm is confirmed the on Duty bar staff can reset the alarm.
6. **Note:** the monitoring Call Centre will have automatically been alerted to an "alarm state" and will have contacted a Key Holder who should be on site within 15 minutes.

South Woodham Ferrers Village Hall
25 Hullbridge Road
South Woodham Ferrers
Essex CM3 5PL

Registered Charity Number 301405