

FOLKSWORTH VILLAGE HALL

Folksworth, Washingley and Morborne Village Hall Management Committee
Registered Charity Number: 270663

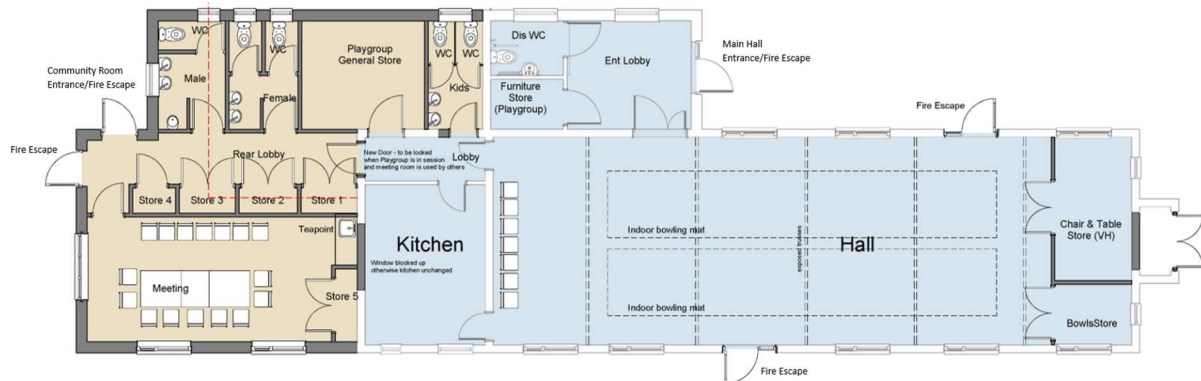
Instructions in case of fire & Evacuation procedure

These instructions apply to all present in the village hall. If the anyone is in any doubt as to the meaning of the following, the Village Hall Committee should immediately be consulted:

hire.villagehall@gmail.com

In the event of a fire, evacuate the hall and call the Fire Brigade

- The Fire Assembly Point is located at the front of the hall near the public footpath.
- The exterior fire exit doors can be operated by pushing the panic bars.
- All Fire exits are clearly labelled and are displayed on the below floorplan.



Exterior doors are located:

- At the Main Hall entrance, exiting to the side of the hall near the car park entrance.
- At the side of the Main Hall, exiting to the astroturf area. From here turn right go through the gate that leads you into the carpark.
- At the back of the Main Hall, exiting to the side of the hall near the street.
- At the end of the corridor opposite the community room door, exiting to the car park path.
- At the end of the corridor to the right of the community room door, exiting to the car park.

Fire equipment present in the building:

- 2x Water Fire Extinguishers
- 1x CO2 Fire Extinguisher
- 1x Foam Fire Extinguisher
- 1x Fire Blanket
- 1x Airhorn

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes are

operated by an automatic mains failure-switching device. Torches are available for emergency use. They are kept in the bottom Meter Cupboard in the hall.

Local Fire Brigade contact name: Yaxley fire station, Main Street, Yaxley, PE7 3LB

Fire Brigade contact No: Enquiries 01480 444 500 Emergencies dial 999

Company hired to maintain and service fire safety equipment:

Name: Churches Fire Security Ltd

Address: Fire House, Mayflower Close, Chandlers Ford, SO53 4AR.

Tel No: 0345 646 1760

The location of the nearest hospital Accident and Emergency/Casualty department is:

Peterborough Hospital, Edith Cavell Campus, Bretton Gate, Bretton, Peterborough, PE3 9GZ. 01733 678000

The location and telephone no. for the nearest doctor's surgery is:

Lakeside Yaxley, Landsdowne Road, Peterborough, PE7 3JL. 01733 240478

The First Aid Box is located in: The Main Hall meter cupboard and under the sink in the Community Room. Matt Ramscar, the Health and Safety Committee Member is responsible for keeping this up-to-date.

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to a member of The Management Committee.