



## **Fire Arrangements for Hirer's Hiltingbury Community Centre (The Hilt)**

### **1. Responsibilities of the Hirer**

As the responsible person for your event or group, you are legally required to ensure the safety of all participants and helpers. This includes:

- Ensure all attendees are aware of the evacuation procedure.
- Ensure areas are evacuated, assist those in need, and report to the assembly point.

### **2. Contacting Emergency Services**

- Dial 999 to contact the fire brigade, providing the full address: The Hilt, Hiltingbury Recreation Ground, Hiltingbury Road, Chandlers Ford, Hampshire, SO53 5NP.
- State the type of emergency and any relevant details.

### **3. Do Not**

- Do not use lifts during an evacuation.
- Do not return to the building for any reason until authorised.
- Do not obstruct emergency services on arrival.



## **Fire Arrangements for Hirer's Hiltingbury Community Centre (The Hilt) Event Check List**

### **Pre event checklist:**

- ✓ Check that none of the fire doors are obstructed or locked.
- ✓ Check that all fire extinguishers are in position and have not been tampered with.
- ✓ Check that the number of people attending does not exceed the permitted number.

### **At the start of the event or function you should notify all those present about:**

- ✓ The no smoking policy.
- ✓ The emergency warning alarms.
- ✓ Who is supervising and how to identify them.
- ✓ Location of exits and escape routes.
- ✓ Taking only valuables immediately to hand and not to go to collect other belongings.
- ✓ The location of assembly point – **REAR OF SPORTSHALL.**
- ✓ What will happen after that, for example re-entry to the building.

### **During the event or function you should ensure that:**

- ✓ Escape routes and exits do not become blocked.
- ✓ No smoking policy is adhered to.
- ✓ No naked flames are used
- ✓ Rooms do not become overcrowded.

### **After the event you should ensure that:**

- ✓ Your group vacates the premises at the agreed event end time.
- ✓ All rubbish is removed from the building.
- ✓ All electrical equipment is switched off.
- ✓ All furniture has been put away as required.
- ✓ All doors, including fire exits are closed.

