



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.

