

Hirer Instructions & Safety

Fire Alarm Controls

To turn alarm off:

1. Take the keys hanging on a chain to the right of the control cabinet.
2. Using the small silver key insert in front lock ("activate controls") and turn to "on"
3. Press the red "silence alarm" button (second button down on the control panel)
4. Press "reset" button (third button down on the control panel)
5. Reset the call point that was triggered, by inserting and turning the black plastic "key" in the bottom of it
6. Turn "round" key to "off" and remove it

To test alarm:

1. Select one of the "call points"
2. Insert "round" key (on chain on top of cabinet) in front lock ("activate controls")
3. Set to "on"
4. Depress button on glass panel of call point
5. Hear alarm
6. Go to control cabinet and press the red "silence alarm" button (second button down on control panel)
7. Press "reset" button (third button down on the control panel)
8. Reset call point with plastic key
9. Turn "round" key to "off" and remove key

Zones - There are three zones listed on control cabinet:

If alarm goes off, check control cabinet to identify the zone where the alarm was triggered

1. If red light below zone number is flashing or on, it is probably a real fire!
2. If yellow light is on or flashing, it is most likely a false alarm

Callouts:

There is a list of key members of the Management Committee, with their phone numbers, displayed on the alarm control panel. If the alarm goes off, either by mistake or in "mischief", the "responsible person" in the Hall (hirer) is asked to ring one of these people and ask them to reset the alarm, as described above.

Faults:

If there is a fault, it will be indicated by a yellow light flashing against the relevant "zone" on the control panel. Again please call the Management Committee, see above.

If the alarm goes off:

See the emergency evacuation procedure. You can identify the "zone" where the alarm has been triggered (i.e., where the fire is) by:

1. Observing the fire!
2. Seeing which ceiling fire alarm detector has a light flashing on it
3. Seeing which light is on, on the control panel

Evacuation Procedure:

All groups and hirers must accept responsibility for the safety of members of the group or attendees at the hall during the letting. Each group/hirer must nominate one person who will be present for the duration of the letting and who will act as the responsible person.

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Duties of the responsible person:

- Ensure you understand your duties and responsibilities
- Bring the emergency evacuation procedure to the attention of members of the group or attendees
- Remind everyone of the locations of the emergency exits
- Check that the emergency exits are not blocked
- Check the location of the fire extinguishers
- Ensure all internal fire doors are closed and not propped open
- Note the location of wall mounted fire alarm point/s in the room/s you are using

NOTE: If the fire alarm has been triggered by mistake or in “mischief”, or you can see that there is no fire, then please ring one of the phone numbers displayed on the alarm control panel in the side foyer and someone will come and reset the system. You may also silence the alarm by inserting the key (on top of the alarm control panel) in the front lock, turning it, and pressing the red “silence alarm” button. If the alarm is going off for “zone 3” (upstairs) and you are downstairs, assume there IS a fire and evacuate the building.

Emergency evacuation procedure:

In the event of a fire the building:

- If it has not been triggered already, you should press hard on the nearest fire alarm point to sound the alarm
- All attendees should evacuate by the nearest safe exit
- Personal belongings should not be collected
- All attendees should go to the meeting point - the square to the front of the Hall, on the opposite side of the road
- If safe to do so, the responsible person should carry out a search to ensure everyone has left the Hall, and the doors are closed
- The responsible person should ensure nobody re-enters the Hall
- The responsible person should dial 999 and ask for the Fire Brigade
- The responsible person should report to the Senior Fire Officer when the Fire Brigade arrives

Please note that the Hall Management Committee does not expect anyone to fight a fire. The top priority is Personal Safety.

Guidelines For Seating and Tables in The Hall

- Seating and tables must not obstruct the fire exits (i.e., the front door and door leading to side foyer).
- Leave plenty of space in front of these doors. Leave “gangways” or “corridors” down the centre of the hall and alongside each wall when laying out audience seating.
- For audience seating, chairs must be linked.
- When using tables with chairs ensure there are “gangways” and “corridors” allowing easy access to both fire exits.

Using The PA System, Stage Spotlights and Music System

Do not use the PA system or stage lights without first reading this guidance.

PA System Controls

The controls for the PA system, stage lights and all the microphones, are behind the stage curtain, up the steps to the side of the stage. There are two boxes on the wall – you should NOT need to use or open the upper PA box. This is for management use only.

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Operating the PA System

There are three microphones in total. There are two microphones in the lower PA box which is unlocked - one lapel and one remote. There is a third microphone with a long lead in a cardboard box on top of the Upper PA box. The jack plug on this should be carefully pushed into the lead hanging out of the Upper PA box and is marked by some white masking tape at the end. It is advised that you use the microphone with the lead if you intend to use a microphone in front of the stage. The other microphones may cut out if used in this location.

To operate the PA system, ensure all socket switches are ON at the floor level and by the lower PA box. The white lead hanging down the side of the PA control boxes to the floor should be plugged in to the socket near the floor behind the stage curtain and switched on.

Take the microphones you'd like to use and turn them on. The volumes have been pre-set and should not need adjusting. After use, please always turn the microphones off, otherwise the battery gets low! Then turn off the switch by the floor and return the microphones to the location above. If the microphone doesn't work, it may be that the battery is low. There should be spare batteries in the top drawer in the kitchen beneath the water boiler.

Stage Lights

To operate the stage spot lights, take out the light control unit from the lower PA box. Be careful as it is plugged in! Ensure all the socket switches are ON at the floor level and by the Lower PA box. You can operate the lights by using the various sliding control knobs on the light control unit. As with the PA system, the white lead should be plugged in and switched on. Please switch it off after use!

Heating:

Water

Hot water is generated by the wall mounted boiler in the kitchen. It provides "instant" hot water. There is also a water boiler above the worktop for tea/coffee etc with separate instructions on the wall beside it.

Dressing room, toilets and upstairs

Hot water is generated by the wall mounted boiler in the disabled toilet.

Main Hall Heating

The main Hall is heated by two wall mounted units. These operate as both heaters and air conditioning. They have been set to match the normal programme of use. There is no thermostat. The temperature has been set for 20°C – above which the air conditioning will be triggered and below which the heating will come on. The system is a heat exchange unit. The programme and temperature can be altered, but only by approved people. If the heating/air conditioning goes off or hasn't come on for any reason, you can override/extend it by pressing one of the buttons on the small override box to the left of the wall mounted control box above the fire alarm unit on the wall beside the door leading to the toilets.

Activity Room, Hub and Rear of Building Heating

The central heating is controlled by the wall mounted boiler in the disabled toilet. The programme has been set to match the normal programme of use. If the heating goes off or hasn't come on for any reason, you can override/extend settings by pressing one of the buttons on the small override box to the right-hand side of the boiler. The upstairs room temperature is controlled by a pre-set thermostat, set to maintain the room temperature at 20°C.