

Overton Village Hall Management Committee

FIRE SAFETY POLICY

MARCH 2022

This notification is to all hirers and users of Overton village hall.

Smoking is not permitted anywhere on the premises.

We now have an interlinked, fully integrated fire alarm system the sensors in all areas.

If the fire alarm is activated a loud siren will be heard throughout the building.

Upon hearing an alarm, you must make your way out of the building by means of one of the signed emergency exits to the fire assembly point in the car park outside.

There are clear emergency lights on the exit routes if the power fails.

If you detect a fire source and the alarm is not sounding, find the nearest emergency push button unit, lift the cover, and press the button, then make your way out as above.

The emergency push buttons are located:

- in the main front entrance,
- in the main hall on the left side,
- in the main hall on the right side,
- by the rear exit in the main hall,
- in the kitchen corridor/foyer and,
- in the hallway outside the Library and Parish Room.

Unless you know that the alarm is being tested you must treat all alarms as a fire and get out of the building.

DO NOT ASSUME THAT IT IS A FALSE ALARM and DO NOT RE-ENTER THE BUILDING until given permission to do so.