

# FIRE

THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AS IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.

It is advisable to take a note of the name of everyone attending your event (see Roll Call).

1: **In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible by the Parish Council Notice Board on the opposite side of the road. A Roll Call should be taken.**

2: **NO MATTER HOW SMALL THE FIRE !!!!**

## CALL THE FIRE BRIGADE

**Please use your mobile phone and**

**Dial 999** and give this address:

**Hildersham Village Hall, High Street, Hildersham, Cambridge CB21 6BU**

3: The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing their last known position

5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building

6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 01223 892430 / 0787 5469538

7: All incidents no matter how small have to be reported to the HVHT Secretary

### Management Committee Contacts

Chairman: **Mr Brian Cunningham** 01223 893505

Secretary **Mrs Gill Heale** 01223 893596

Treasurer **Mrs Helen Humphrys** 01223 891309

Trustee **Mr Andrew Westwood-Bate** 01223 892430

Trustee **Mrs Jenny Logan** 01223 891897