**Presteigne Memorial Hall Fire Safety Guidance and Emergency Plan for Hirers:**

1. **For Hirers of Presteigne Memorial Hall:**

YOU, THE HIRER, are the ‘RESPONSIBLE PERSON’ in the event of a Fire or an Emergency within Presteigne Memorial Hall during your hire of the Memorial Hall.

 At all times that Presteigne Memorial Hall is in use, the ‘RESPONSIBLE PERSON’ must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions. Your priority should always be to save lives and not the building.

**Before Your Event Starts:**

* Check that the Memorial Hall ‘Fire Exit’ lights are working;
* Check that all Memorial Hall ‘Fire Exit’ routes are not blocked, e.g. by tables, chairs or boxes;
* Check that you know where the Memorial Hall’s Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers; Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Memorial Hall look safe to use;
* Check that no balloons or other decorations have been hung within the Memorial Hall so that they could fall down and obstruct a Fire Exit.
* Inform all of your Attendees of the Memorial Hall’s ‘Fire Exit’ routes, and the ‘Assembly Point’ outside the front entrance on the grass opposite, in the event of a fire or an emergency.

**During Your Event:**

* Count number of attendees are at your event
* Ensure that the Memorial Hall’s ‘Fire Exit’ routes do not become obstructed;
* Brief any disabled people and/or their assistants regarding their best evacuation route from the Memorial Hall in the event of a fire or an emergency;
* Ensure that no vehicle obstructs the Memorial Hall’s Fire Exits and ramps, so that wheelchair users and those with prams/buggies may be able to leave the Memorial Hall safely;
* Ensure that emergency services vehicles have a clear access route to the Memorial Hall from the street
* Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames);
* Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

1. **What to do in case of an emergency**

In the event of a Fire or some other emergency: Take Command!

* Give loud and clear instructions to:

1. In an orderly manner to immediately evacuate the building using the nearest available exit and give assistance to Memorial Hall users with visual or hearing difficulties & wheelchair users as necessary

2. gather at the ‘Assembly Point’, and wait for you there.

* Start the Memorial Hall fire alarm
* Do not attempt to tackle a fire unless trained and confident in doing so.
* DIAL 999 and give this address:

Memorial Hall

Station Road

Presteigne

Powys

LD8 2UG

* Check every Memorial Hall room that is safe to enter, to ensure that everyone has left the Memorial Hall
* Fire extinguishers should be used to clear a safe passage to a Fire Exit. Once outside, at the ‘Assembly Point’, check that everyone is accounted for
* Check that the Memorial Hall car park is clear for the emergency services vehicles
* Do not allow anyone to enter the Memorial Hall until a fire officer tells you it is safe to enter
* Check all occupants are accounted for
* Ensure a key holder remains available to give the Fire Brigade access if necessary.
* Do not return into the building until the Fire Brigade has given instructions to do so
* Contact a member of the Presteigne Memorial Hall Board of Trustees on one of the telephone numbers below: