

## **Cookham Dean Village Hall – Fire Notice**

Before starting any event in the hall, please familiarise yourself and all your participants and visitors with the position of the exits and the fire extinguishers. These are shown on the plan below. Please also notify occupants of the meeting point for persons evacuating the hall which is on the green opposite the hall, by the bench. This involves crossing the road so please look out for passing traffic. Finally, you should nominate one or two “Marshalls” whose role it is to check the hall, stage, kitchen and toilets to ensure no-one is left in the building following a general evacuation.

When using the hall during the hours of darkness, the outside lights should be switched on using the switch at the bottom right hand corner of the switch panel beside the back door in the kitchen. In the event that there is a power failure, two of the hall’s ceiling lights and the lights outside the emergency exits will remain illuminated for a period of time through internal battery power.

You should not use candles in the hall at any time. If you introduce electrical equipment into the hall, please ensure that it is safe and never left unattended when switched on. Please ensure that all the hall’s electrical equipment is switched off after use and check this before leaving the hall.

The hall is equipped with a fire detection and alarm system which is activated through smoke sensors in the hall, stage, roof and main storeroom as well as a heat detector in the kitchen. In the event that the sensors detect a fire, alarms bells will sound. The bells can also be activated by depressing one of the three alarm points which are located in the lobby, kitchen and hall (beside the side entrance).

When the alarms are activated, the system will also telephone up to four local residents but it will NOT contact the emergency services directly.

In the event of an invisible fire in the roof area or storeroom, red lights in the hall ceiling and above the storeroom door will illuminate.

The main hall has two fire escapes. The main exit is the double doors at the rear of the hall, via the lobby. There is a secondary exit on the right hand side of the hall (when facing the stage). Both exits have green exit signs above them that are permanently illuminated. The side exit may be more suitable for disabled persons as there are no steps to negotiate.

### **In the event of a fire or if you hear the alarm bells**

Encourage all occupants of the hall to leave quickly by the nearest fire exit and meet at the meeting point. Do not stop to collect coats or other bulky possessions.

Identify the location and severity of the fire. If the fire is very minor and only it is safe to do so, use the appropriate fire extinguisher to put it out.

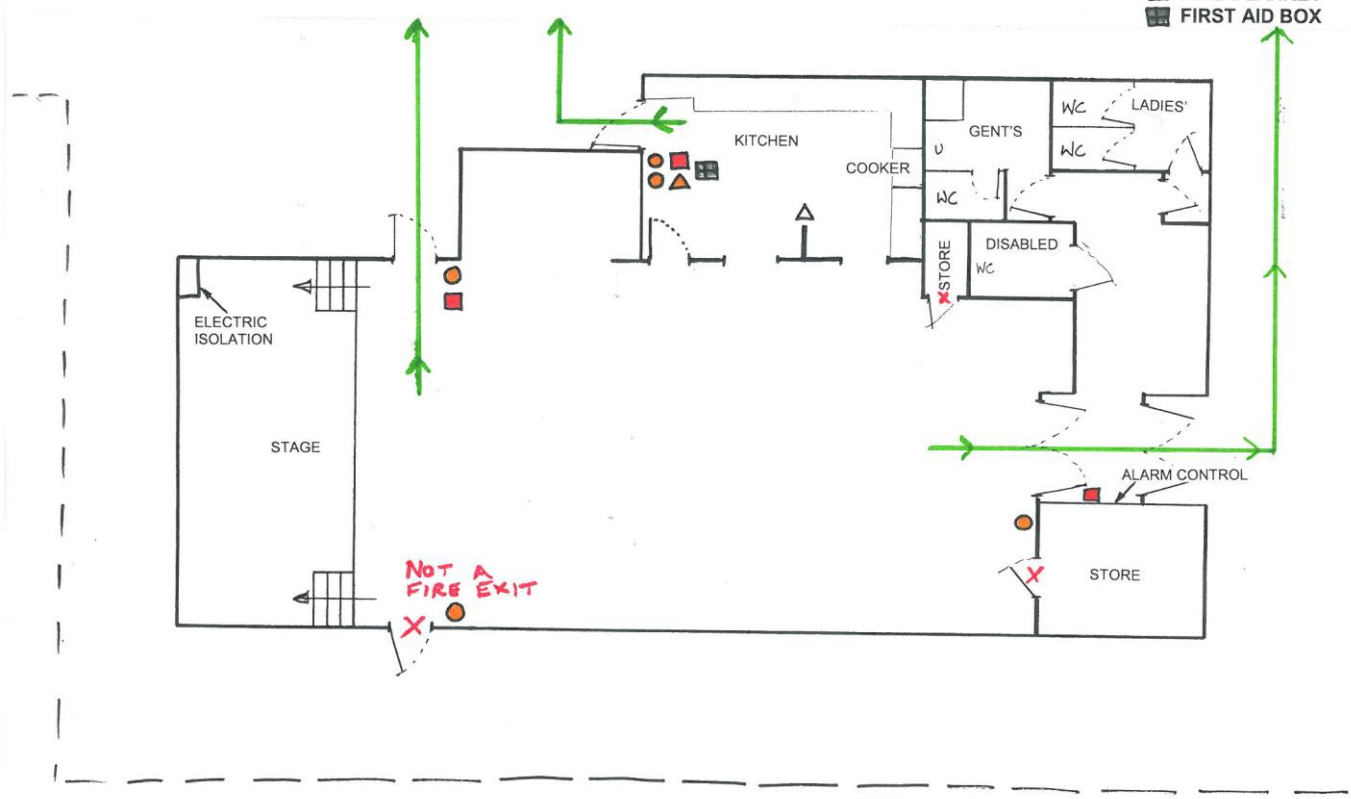
Ensure that the hall is empty of people. Your nominated Marshalls should check the stage, toilets, kitchen and main hall to ensure everyone has left. Please only do this if it is safe to do so. Take special care to check for less mobile people in the toilets and the disabled toilet.

Call the fire brigade by dialling 999 from the phone in the lobby or from your mobile phone. The location of the hall is Church Road, Cookham Dean, SL6 9PD.

Collect your guests at the meeting point. Do not return to the hall until you are told it is safe to do so.

COOKHAM DEAN VILLAGE HALL  
FIRE EXITS  
(DIAGRAM NOT TO SCALE)

- KEY
- FIRE ESCAPE ROUTE
  - FIRE EXTINGUISHER
  - ALARM POINT
  - ▲ FIRE BLANKET
  - ☒ FIRST AID BOX



FIRE EVACUATION MEETING POINT - ON VILLAGE GREEN BESIDE BENCH