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## Westleton Village Hall **Registered Charity Number 1164038**

<http://westleton.onesuffolk.net/village-hall/>

### Emergency Procedures

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*Hall users are asked to familiarise themselves with these procedures and with the plan of the building (see notice boards for plan).*

#### **Fire Procedures and other Emergencies**

If you see or suspect a fire you should immediately;

- 1 - Sound the fire alarms by pushing firmly on the front of one of the fire alarm points.
- 2 - Call the fire brigade by dialling 999.
- 3 - In the event of any other emergency call the appropriate emergency service by dialling 999.

***There is a telephone in the main hall that will allow people to make outgoing calls. It is situated by the audio/visual cabinet near the door to the committee room and kitchen. This telephone should be used to contact the emergency services or any other help you need.***

When the fire alarms sound you should ensure that;

- 1 – all people leave the building immediately using all available exits. \*
- 2 - handicapped people are given the help they require.
- 3 – after evacuation, all people meet in the car park at the front of the hall.
- 4 – all safe means are used to ensure that no-one has been left inside the building paying particular attention to the accessible lavatory (see below for advice on how to open the accessible lavatory door).
- 5 – when all people are safe and if it is safe to do so tackle the fire with the appliances available.

\* All external doors and the exit gate from the rear courtyard can be opened from the inside by turning the knob on the locks.

High visibility jackets are available by each of the exits. Stewards should wear these when visibility is poor.

DO NOT REENTER THE BUILDING UNTILL YOU **KNOW** IT IS SAFE TO DO SO.

#### **False Alarm**

If the alarm sounds and you are **CONFIDENT** it is a false alarm; then you should re-set the alarm. The alarm system control panel is in the corridor near the side door. *Press ALT then press 514. Press SILENCE ALARM then press RESET. Press ALT then 514.*

*Continued*



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#### **Electrical Power Failure**

There is a torch near the fire alarm control panel in the corridor near the side door. If the power to the building fails, the buzzer on the control panel will sound indicating a loss of supply. A warning light on the control panel will also show that there is a problem. To silence the buzzer *press ALT then 514. Then press SILENCE BUZZER. Press ALT then 514.*

When power is restored *press ALT then 514. Then press RESET. Press ALT then 514.*

#### **First Aid Procedures**

First aid kits are available in the hall kitchen and committee room. If help is required then call the emergency services by dialling 999.

***There is a telephone in the main hall that will allow people to make outgoing calls. It is situated by the audio/visual cabinet near the door to the committee room and kitchen. This telephone should be used to contact the emergency services or any other help you need***

#### **Accessible lavatory alarm.**

If anyone using the accessible lavatory has a problem, they will pull the alarm cord. The external alarm will sound and a warning light outside the lavatory on the control panel will come on. The lavatory may be opened from the outside by means of a screw driver. A screw driver is kept in the adjacent ladies' lavatory on the window sill attached to the panel that separates the WC from the room. ***Please return the screwdriver after using it.***

*Reset the alarm by pressing the reset button in the control panel.*

*End of document*