

# Fire Precaution Instructions

The main hall must not have more than **100** persons present at any one time.  
The Lake Room must not have more than **30** persons present at any one time.

The Fire Exits are marked by standard Green signs and will be illuminated automatically on battery if the power supply fails.

There are fire alarm activation/trigger points in each room. If these are activated, then an alarm will sound throughout. The Fire Marshall must phone 999 immediately. The alarm system is not linked to the Fire Station. NB small black plastic alarm keys must not be moved.

In the main hall the exit is by a single door to the outside adjacent to the stage area on the north side. This exit is not suitable for wheel chairs. The other exit for the main hall is the usual entrance double doors which access the foyer which in turn accesses the front door lobby and the outside.

In the kitchen there is a fire exit door to the outside on the west side as well as the access door to the entrance foyer.

The Lake Room has only one exit – to the entrance foyer.

## APPOINTING A FIRE MARSHALL

There must be at least one person present at all times who is designated as the Fire Marshall. The Hirer must either accept this responsibility him/herself or expressly appoint someone responsible to this role and ensure they have a copy of these instructions, have read them and carry it with them when on duty.

The Fire Marshall must accept the responsibility for directing people as necessary to achieve an orderly evacuation, so will be someone who commands the respect of those attending the event.

The Fire Marshall may appoint others to assist, but responsibility remains with the Fire Marshall.

The Fire Marshall should as soon as practicable identify anyone attending the event who may have difficulty (for whatever reason) in leaving the building and put in place measures to provide help for that person or persons if necessary.

## IN THE EVENT OF FIRE:

- The alarm should be activated and the Fire Marshall must phone 999 immediately.
- All persons should evacuate the building by the nearest exit and assemble in the courtyard at the front of the Hall (Bellstone Court).