

# FIRE

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND DESIGNATED AS 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.

- 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 at the Congreve Close, the next road down the hill from the Hall (or into the private field behind the Hall if with young children, taking care of barbed wire and cattle). A Roll Call should be taken.

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

## **CALL THE FIRE BRIGADE**

**Dial 999** and give this address: **Aldermaston Parish Hall, The Street, Aldermaston, Berkshire RG7 4LW**

- 3: The Responsible Person should ensure that once the Parish 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 and 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 and are **ENTIRELY AT YOUR OWN RISK - PLEASE DON'T BE A HERO**  
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 0118 971 4057 to inform the Caretaker.
- 7: All incidents no matter how small have to be reported to Aldermaston Parish Hall Caretaker or written in the comments book in the Hall.