

# HARTPURY VILLAGE HALL - FIRE PROCEDURES

The Fire alarm is situated in the main lobby, adjacent to the door to the kitchen. The alarm is linked to a number of smoke detectors, heat detectors and manual call points.

If the alarm sounds, please observe the following procedure:

a) If it is safe to do so, ascertain from the fire alarm panel in which zone there may be a fire.

- Zone 1 includes the Entrance Lobby, the half of the Main Hall nearest to the stage, the Corridor, Nell Pennell Room, Green Room, Stage and Plant Room.
- Zone 2 includes the half of the Main Hall nearest to the store rooms, the Kitchen and Kitchen Lobby, Bar and all Store Rooms.

b) Evacuate the premises starting with the relevant zone in which there is a fire risk. Close doors behind you to restrict the spread of fire and smoke.

c) Dial 999 & report the fire at Hartpury Village Hall, Over Old Road, Hartpury, GL19 3BJ. (There is a public telephone at the junction of Over Old Rd and the A417 Gloucester Rd.)

d) If it is safe to do so, tackle the fire with the equipment provided, which is situated as follows:

- Entrance Lobby – 1 Water extinguisher
- Main Hall - 1 Water extinguisher
- Green Room (behind stage)– 1 Water extinguisher & 1 CO2 extinguisher
- Kitchen – 1 CO2 extinguisher + 1 fire blanket

**NB Do not use water extinguishers to tackle electrical fires.**

e) If the alarm proves to be false, silence and reset the sounder as follows:

- Insert the red key into the keyhole on the panel and turn to the “I” position (or, if no key is available, enter 2143 using the keypad buttons on the panel front)
- Then press the “silence internal sounders” button
- Then press the “silence / resound sounders” button
- Then press the “control panel reset” button to reset the alarm.\*
- Turn and remove the red key (or, if the code has been used, press the “exit access mode” button).

\*It may not be possible to reset the control panel if the alarm was initiated from a manual call point, in which case the call point will need to be reset using a bespoke two pronged black key. A call point which has been activated can be identified by the appearance of a yellow bar at the top of the window. The key needs to be entered into the underside of the call point to pull down the bottom of the red housing, which can then be pushed back upwards into place, concealing the yellow bar.