**Downham Market Town Hall**

**Fire and Emergency Procedure for lettings**

**The person organising the lettings is responsible for fire safety in absence of the caretaker. This forms part of the letting’s agreement. You are responsible for the emergency actions**

Please read this document and check the fire procedure on the notice board in the lobby

* Make sure electric appliances are in good order, cables are used safely, extension leads are used safely (not connected into each other) and power points are not overloaded.
* Hirers must ensure their portable appliances are PAT tested
* Hirers must not use portable heater without the approval of the caretaker
* You are not permitted to complete hot work, use fireworks or pyrotechnics – including anything that has a naked flame- without a fire risk assessment being completed beforehand and approved by the Town Clerk
* On arrival make yourself familiar with the layout of the building, the fire exits and the fire safety notices and fire alarm on the notice board in the lobby
* Make sure that any disabled person’s carer is aware of emergency procedures for their charge
* If you discover a fire raise the alarm using a call point.
* On hearing the alarm ensure everyone leaves the building by the nearest exit and goes to the car park. Do not use the lifts
* Do not stop to collect personal belongings
* If the alarm sounds, the person in charge will dial 999 and state:

“**There is a fire at Downham Market Town Hall, Bridge Street,**

**Downham Market, Norfolk, PE38 9JS”**

Call the caretaker – the number is in the lobby. The duty officer will assist you and the Fire Service

* If it is safe to do so, check all the rooms you have used. Check the toilets.
* Check everyone is safe and has left the building. If anyone is missing you must tell the fire service as soon as they arrive
* Meet the fire service and tell them what has happened.
* Wait for instructions from the fire officer in charge.
* Do not allow anyone to return to the building until advised to do so by the fire officer in charge
* If you suspect a gas leak. Turn off the appliance, open doors, do not operate electrical equipment, evacuate the building but avoid panic and tell the emergency services





**In the event of a fire a siren will sound. Leave the building by the nearest exit, make sure other also leave, go to the car park and wait for instructions**

**The caretaker or person in charge will call the fire service by dialling 999 and state:**

**“Fire at Downham Market Town Hall, Bridge Street, Downham Market, Norfolk, PE38 9JS”**

**and give them your phone number**

**If it is safe to do check all rooms, toilets and the wheelchair refuge on the first floor. Do not take risks. Check everyone else is safe.**

**Regular users will be asked to read and confirm their understanding every year.**

I agree that I have read and understand the Downham Market Town Hall’s Fire and Evacuation Instructions and that I am responsible for the emergency actions in the absence of the caretaker.

Signed:

Please Print Name: Date: