

## Fillongley Village Hall Procedures

### **FIRE**

- 1 Please make sure your guests are aware of the Fillongley Village Hall Floor Plan which shows the position of fire extinguishers.
- 2 In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the field beside the main car park. Only the door from the main hall to the field and the front door are suitable for wheelchair exit.
- 3 **CALL THE FIRE BRIGADE using your mobile phone. DIAL 999.** (The nearest public telephone is outside the Manor House Public House, Coventry Road, Fillongley in the centre of the village; turn left out of the Village Hall).

#### **GIVE THE VILLAGE HALL ADDRESS:-**

***FILLONGLEY VILLAGE HALL, COVENTRY ROAD,  
FILLONGLEY, COVENTRY CV7 8EQ***

- 4 Attendants should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
- 5 While waiting for the Fire Brigade, telephone one of the Committee:  
**Lance Judge-Porter. Tel no: - 07977 906634**  
**Heather Badham. Clerk to the Trustees. tel no: - 01676 549193**  
Or any other member known to you.
- 6 On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
- 7 Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.