

Hall Fire Safety Procedures

Hirers should arrive 15 minutes early to allow time for the familiarisation with fire procedures.

The hall is fitted with smoke detectors and a fire alarm. The fire alarm makes a loud continuous noise.

The fire alarms automatically alert the emergency services but always backup with a 999 call once outside

Please find attached:

- **A plan of the hall and fire exits**
- **Also a diagram of fire extinguishers and their uses.**

1 The Hirer will only be allowed to use the hall once staff have undertaken the fire familiarisation training with them including emergency procedure at the site, the location of fire exits and correct use of extinguishers

2 The Hirer will appoint 2 Fire Marshals for each meeting up to 25 people and then 1 additional marshal for each additional 25 people at the meeting.

3 On hearing the fire alarm the Hirer shall be responsible for the orderly and safe evacuation of their group with the help of the appointed fire marshals via the designated route.

4 One Fire Marshal must organise the orderly and safe evacuation of the building while the other Marshall(s) sweep kitchen, toilets and other areas within the hall to ensure they have been vacated

5 The group will then assemble at the designated assembly point and the Hirer will take either a head count or roll call to ensure everyone is accounted for.

6 If a member of the group is missing **do not re enter** the building but alert the fire brigade on arrival.

7 Only attempt to use extinguishers if the evacuation route is blocked by fire.

8 Hirers should alert a staff member if one of their group is disabled, as special arrangements will need to be in place to evacuate wheel chair users.

9 On first floor sites there is an Evac+Chair available, which should only be used by trained staff

10 If no staff are on site to assist, the hirer must follow the directions below to compensate for their absence.

- If there is a lift on site it should not be used once the fire alarm has sounded. Disabled hall users should be helped to use the stairs if possible.
- If it is impossible to evacuate disabled users via the stairs then hirers should move to a temporary place of safety as described below:-

New Malden Library Hall- the rear stairwell adjacent to the stage.

Surbiton Library Hall - the stair landing at each end of the first floor.

Tudor Drive Library Hall - is a ground floor building and therefore does not require a temporary place of safety

11 Fire marshals also need to be aware of any group members with other disabilities, which may affect their ability to evacuate.

12 Hazardous materials such as compressed gas cylinders, paraffin heaters and no naked flames such as candles/tea lights etc. **must not** be brought onto the premises.

13 All corridors and stairwells must be maintained clear of all flammables/obstructions at all times.

14 Fire doors are not to be wedged open or blocked under any circumstances.

15 When setting up the hall for seated meetings Hirers must allow sufficient gangways between/at the end of/ and in the middle of rows of chairs to allow for safe evacuation routes.

16. Drapes/room dividers/curtains etc must not be used in such a way as to cause a fire hazard

17. Regular hirers must update the Library & Heritage Service of any changes to their group leaders to allow for fire training.

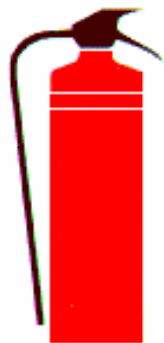
18 If hall hirers intend to use hired in caterers, entertainers, DJ's, bands etc the hirer is responsible for the safe use of any equipment brought onto site and all the above applies to hired contractors.

19 In some of the halls the electrical power for any music produced must pass through an electrical isolation switch which is connected to the fire alarm system this must be used for equipment where present.

Type of Fire Extinguishers

Their uses and their colour coding according to BS EN 3 : 1996

The contents of an extinguisher is indicated by a colour zone on the body of the extinguisher



WATER

For wood,paper,textile
and solid material fire

**DO NOT USE on
liquid, electrical or
metal fires**



POWDER

For liquid and
electric fires

**DO NOT USE on
metal fires**



FOAM

For use on
liquid Fires

**DO NOT USE on
electrical or
metal fires**



**CARBON
DIOXIDE**

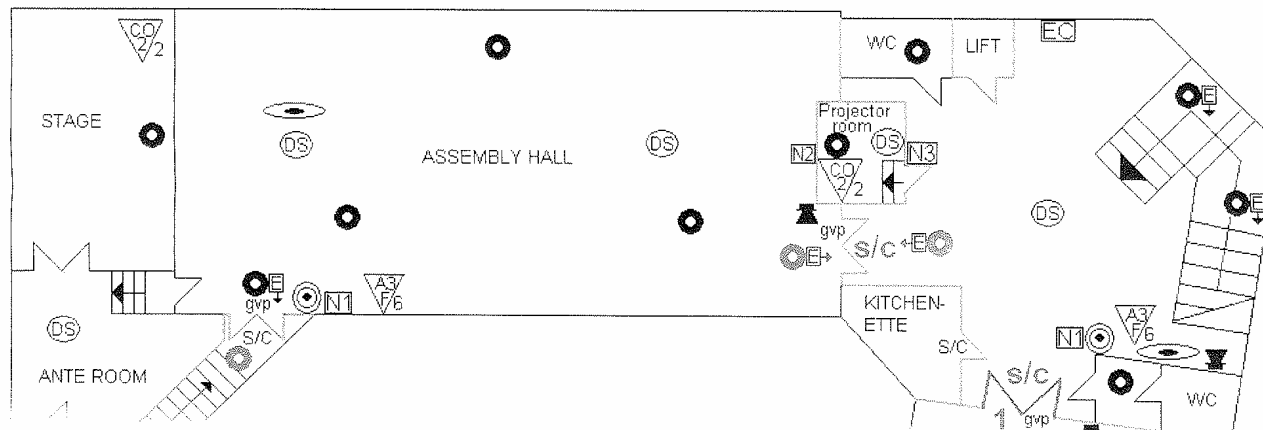
For liquid and
electrical fires

**DO NOT USE on
metal fires**

Example Hall Plan

Drawn by: C. J. Carter,

New Malden Library, New Malden, Surrey KT3 3L
Drawing title:
First Floor
Drawn: 10th May 2010
Not to scale



Chris Carter Fire Risk And Fire Safety Consultant

Key to Fire Symbols

	Break Glass Call Points	LED	LED indicator for detection within roof voids
	Visual Alarm	KIB	Key In Box
	Alarm Sounder	EDR	Emergency Door Release
	Heat/Smoke Detection Domestic	DRI	Dry Riser Inlet
	Smoke Detection Domestic/Sounder	DRO	Dry Riser Outlet
	Carbon Monoxide Detector	FI	Foam Inlet
	Fire Alarm Indicator Panel/Repeater	ES	Electrical Isolation Switch
	Manual Fire Alarm Sounders	GV	Gas Isolation Valve
	Emergency Light (M) indicated maintained	M	Fireman's Microphone
	Illuminated Fire Exit sign		Zones for Fire Alarm System
E	Fire Exit Sign	PB	Doors with Push Bars
E	Fire Exit Sign with Directional Arrow	SC	Doors with Automatic Self-Closer Device
N1	General Fire Instructions	SC/A	Doors with Hold Open Automatic Self-closer Device
N2	Staff Fire Instructions	FRG	Fire Resistant Glazing
N3	Doors marked "Fire Door Keep Locked Shut"	GVP	Glazed Vision Panel
N4	Door sign "Slide to Open"	HRL	Hose Reel
N5	Sign "Keep Clear Exit From Emergency Route"		Aqueous Film Forming Foam Fire Extinguisher capacity in litres
N6	Door marked "Fire Door Keep Shut" for both sides of the door.		Wet Chemical Fire Extinguisher capacity in litres
HRL/GRL	Hand or Guard Rail		Foam Spray Fire Extinguisher capacity in litres
	Doors and walls with 30 minute fire resistance		Water Fire Extinguisher capacity in litres
	Doors and walls with 60 minute fire resistance		Carbon Dioxide Fire Extinguisher capacity in litres
RS/A	Roller Shutter Door/ Automatic		Dry Powder Fire Extinguisher capacity in litres
	Up and Over Door	B	Fire Blanket
	Folding Door	IP	Fire Indicator Panel
	Sliding Doors	IPR	Repeater Fire Indicator Panel
EC	Evac. Chair		Sprinkler Head

Fire Safety Hirer Familiarisation Tick List

A member of staff must run through the familiarisation before handing over keys to the hirer. Hirer & staff member to initial sheet.

Hall Name: _____ **Assembly point:** _____

Hall hirer name: _____ **Contract no:** _____

	Hirer	Staff member
Fire safety notes, floor plan and extinguisher sheet given		
Tour of building and fire escapes routes, temporary places of safety identified		
Extinguishers identified		
Assembly point identified		
Fire marshals confirmed		
Users with special needs discussed		
No hazardous substances confirmed		
Seating arrangements discussed		
Wedged & blocked fire doors & corridors discussed		

Library to keep original completed sheet on file and then please photocopy twice and give one copy to the hirer & return a copy to Library Admin at Kingston

Fire Safety prompt notes for staff members

Fire safety notes, floor plan and extinguisher sheet given	Hand hirer a copy of the fire safety notes, hall plan and extinguisher info (they will have received this from halls admin but to be doubly sure give them a copy for the day)
Tour of building and fire escapes routes and temporary places of safety identified	Walk around the building with the hirer to familiarise them with the fire escapes, temporary places of safety and extinguishers – demonstrate how to operate fire doors
Extinguishers identified	Point out fire extinguishers and identify their different uses
Assembly point identified	Show hirer where the Assembly point is and the quickest route to it. Emphasise the need to do a head count/roll call
Fire marshals confirmed	Confirm that the hirer has sufficient Fire Marshals organised and that they must cascade the information down to them.
Users with special needs discussed	Ask if there are any disabled group members and ask what they've put in place for their evacuation. I.e. deaf/blind people as well as wheel chair users
No hazardous substances confirmed	Emphasise nothing like this is allowed on the premises.
Seating arrangements discussed	Discuss the need not to block fire doors with chairs/tables and to leave enough space for people to move easily in an emergency
Wedged, blocked fire doors & blocked corridors discussed	Emphasise that under no circumstances are hirers are to wedge or block fire doors and corridors are not storage areas for combustible or bulky items, which may block escape routes.