

Houghton Regis Memorial Hall

THE GREEN • HOUGHTON REGIS • BEDS • LU5 5DX

Charity Registration 1045459

Website: houghtonregismemorialhall.com

Facebook: [houghtonregismemorialhall](https://www.facebook.com/houghtonregismemorialhall)

Chairman: Ken Wattingham

Vice Chairman: David Hill

Tel: 07799 720767

Tel: 07305 433950

chairman@houghtonregismemorialhall.com vicechairman@houghtonregismemorialhall.com

Hall Booking Secretary/Site Manager: Mrs J Cawthorne Tel: 07598 125775

bookings@houghtonregismemorialhall.com



FIRE PROCEDURE

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1. Please make sure that your guests are aware of the Houghton Regis Memorial Hall Floor Plan which shows the position of the Fire Extinguishers and exits. (A copy of which can be found on the following page and on the notice board in the Foyer).

2. In the event of a Fire look for a **RED FIRE SWITCH BOX**
Flip the plastic lid and press the **BLACK BUTTON**
this will sound the alarm.



3. The person in charge of the Hall or Function will instruct all persons to leave the building using the nearest exits and assemble at the fire assembly point located on the **Village Green** opposite the Hall. The person in charge should also check the toilets to make sure no one is left behind.

**Only the door from the main Foyer
is suitable for Wheelchair exit.**

4. **CALL THE FIRE BRIGADE BY DIALING 999** using your own mobile phone.

GIVE THE MEMORIAL HALL ADDRESS:
HOUGHTON REGIS MEMORIAL HALL
THE GREEN, HOUGHTON REGIS, LU5 5DX.

5. The person in charge should make sure that once the hall has been evacuated, **NO** members of the public re-enter the building to collect personal belongings.
Once at the Assembly Point, the person in charge should complete a Head Count.
6. Whilst waiting for the Fire Brigade the person in charge **MUST** telephone a member of the Committee:

KEN WATTINGHAM:
Chairman – 07799 720767

JULIE CAWTHORNE:
Booking secretary/Site Manager - 07598 125775
7. On arrival of the Fire Brigade, the person in charge of the Hall or Function should report to the Fire Officer in-charge, that all persons are out of the building, a Head Count has been done, that everyone is safe, or inform them that they have a person(s) missing and where they were last seen.
8. Attendants should only attempt to extinguish a Fire by using one of the Fire Extinguishers provided, if it is safe to do so.

**THE FIRE ALARM CAN ONLY BE SWITCHED OFF BY
ONE OF THE COMMITTEE MEMBERS NAMED ABOVE.**