



**Team Office:**

St. Mary's Church Hall, High Street, Hemel Hempstead HP1 3AE

tel: 07901 359117

e-mail: [admin@stmaryandstpaulhemel.org.uk](mailto:admin@stmaryandstpaulhemel.org.uk)

## St Paul's Hall Fire Safety Considerations

1. The hirer shall nominate one person to act as your Fire Marshall and in the absence of any other arrangement this will be the person who will open up and lock the hall.
2. The Hall has a maximum capacity of **100**
3. In the unlikely event of a confirmed fire, however slight, you should evacuate the building and report the fire by telephoning 999 and asking for the Fire Brigade and give the Post Code which is **HP2 5QN**. This Post Code is also shown on the notice board in the Foyer. You should also verbally inform (preferably not leaving a message) one of the following in descending order: -
  - a. Church warden – Gordon Gaddes 01442 257920
  - b. Team Rector – Canon John Williams 01442 265272
  - c. Hall booking secretary – Team Administrator 01442 253977
4. There are two Fire Exits in the main hall area apart from the main entrance. Please make sure that these are not obstructed by any internal layout that you adopt, including things like pushchairs.
5. Please make sure that the people in the other sections of the building and toilets have been made aware of an evacuation and are evacuated.
6. If possible, you should meet the Fire Brigade on their arrival and explain to them where the fire is and what type it is – if you know.
7. It is suggested that your assembly area should be on the kerb/grass opposite the church building so that you are not in the fireman's way.
8. The building is provided with a number of fire extinguishers which can be used where appropriate. There are two in the vestibule, one in the kitchen, one in the main hall area and one in the vestry area. Fire fighting is a science and you should only use a fire extinguisher where the fire is small and localised and you feel confident about using it.
9. There is a fire blanket located in the kitchen for use in case of a fat type fire.
10. Smoke alarms are located in the vestibule, two in the hall, one in the kitchen and one in the parish room to give early warning of escape routes being compromised. These are of the battery type so will stop sounding only when any smoke clears.
11. Please familiarise yourself with the locations of the mains distribution board and main electric power switch which are located in the cupboard on the left just inside the main entrance doors.