



Team Office:

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

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St Mary's Hall Fire Safety Considerations

1. The hirer shall nominate one person to act as your Fire Marshall.
2. The Hall has a maximum capacity of **70**
3. In the unlikely event of a confirmed fire, 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 **HP1 3AE**. 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 – Emmeline Lambert 07932 782896
 - b. Team Rector – Canon John Williams 07522 504087
 - c. Hall booking secretary – Team Administrator 07876 335872
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 also make sure that the people in the offices section of the building and the 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 at the top end of the churchyard. This may mean going into the High Street to avoid passing close to the seat of the fire, if using the hall fire exits.
8. The Hall is provided with a number of fire extinguishers which can be used where appropriate. There are two in the foyer, one in the kitchen and one in the main hall area. Firefighting 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 Foyer and in the downstairs outer office to give early warning of escape routes being compromised. These are linked and are of the battery type so will stop sounding only when any smoke clears.
11. Please familiarise yourself with the locations of all these items: -
 - a) The mains distribution board and main electric power switch which are located in the broom cupboard beside the entrance to the Ladies WC.
 - b) The main gas supply stopcock which is located in the kitchen low level cupboard to the left of the serving hatch.