

ST MICHAEL'S CHURCH HALL, SONNING COMMON.

FIRE POLICY:

It is the responsibility of the hirer to ensure that their helpers are aware of the following:

1. In the event of a hire the HIRER in charge of the hall will instruct all persons to leave the building, using the nearest available exits.
2. CALL the FIRE BRIGADE. The nearest public telephone is in Sonning Common village outside the ONE STOP shop in Woods Road. Dial 999 and give this address: St Michael's Church, 18, Peppard Road, Sonning Common.
There is also a phone in the presbytery with Father Bob Devaney at 18 Peppard Road. However he may not be at home.
Also you could use a mobile but be aware that there is no signal in the hall on some phones so it would necessitate going to the road.
3. HIRERS should ensure that once the building has been evacuated members of the public DO NOT re-enter the building to collect personal belongings etc.
4. On the arrival of the Fire Brigade the HIRER should report to the officer in charge that all persons are safe, or should inform him/her of their last known position.
5. HIRERS should only attempt to extinguish the fire using the fire appliances provided if it is safe to do so.
6. The fire extinguishers are clearly visible in the hall and also there is a fire blanket in the kitchen. Please be aware of the instructions for use of each appliance printed thereon.
7. There are two fire exits in the hall clearly lit- one by the main door and the other by the kitchen door. HIRER is responsible for pointing out these exits to their guests. Wheelchair users can exit both doors as there are no steps here.
8. No table or other obstruction to be placed across fire exit doors.

9. The place to meet in case of evacuation is the grass area immediately outside the hall. Should this be in danger also then file down the footpath to the church car park. The HIRER is responsible for checking that all are present and accounted for.

10. The fire exit signs should be illuminated at all times but should this not be the case on entering the hall, then please notify Father Bob.

11. The HIRER is asked to report the incident to the booking agent or to Father Bob Devaney. The latter is at 18 Peppard Road next door to the hall. The former can be reached on 0118-972-1844