

HAMBLEDON VILLAGE HALL

DUTIES OF THE DESIGNATED FIRE OFFICER

The designated person shall familiarise him/herself with the following prior to a public function

- The means of escape, the siting of fire exits and the maintenance of such. (i.e. ensure clear gangways, unobstructed exits, and working door fastening/self closers and that the fire doors are kept closed at all times)
- The position and operation of all hand held fire extinguishers.
- The siting and operation of the fire alarm system.
- Location of the public telephone and the procedure for calling the Emergency Services.
- Location of the First Aid Equipment.

IN ADDITION

- Ensure that the Duty Officer's name is displayed on the notice board.
- When a function entails rows of seating, the duty fire officer must be seated on the end of a row close to the double doors of the main hall.
- In the event of an emergency be responsible for raising the alarm and oversee an orderly evacuation of the premises.
- Rendezvous and liaise with the Emergency Services in the car park.

THIS NOTICE TO BE DISPLAYED IN THE MAIN FOYER AND A COPY TO BE KEPT WITH THE FIRE ALARM CONTROL UNIT SITUATED ADJACENT TO THE ELECTRICAL INTAKE IN THE KITCHEN SERVERY AREA.