

## HORSFORD VILLAGE HALL

Holt Road, Horsford, Norwich, NR10 3DN  
REGISTERED CHARITY NO:303985

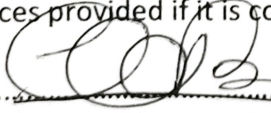
# VHMC

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Secretary to the Trustees: Mrs Louisa Stannett  
Telephone 07821 649545 [hvhmcsecretary@gmail.com](mailto:hvhmcsecretary@gmail.com)

### FIRE PROCEDURE

- 1 Please make sure your hirers are aware of the Horsford Village Hall Floor Plan which shows the position of fire extinguishers.
- 2 In the event of fire, the person in charge of the function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the field behind the main car park. All the doorways from the main hall to the field are suitable for wheelchair exit.
- 3 Call the fire brigade, giving the Village Hall Address: -  
Horsford Village Hall, Holt Road, Horsford, Norwich, NR10 3DN
- 4 Users of the hall should ensure that once the building has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
- 5 While waiting for the Fire Brigade, telephone one of the Committee:
  - Chris Brown: - Chairman of the Committee. [Tel:- 07827857190](tel:07827857190)
  - Jo Keeler: - Vice Chair [Tel:- 07766281822](tel:07766281822)
  - Aiden & Jean Higgs: - Janitorial Team – [Tel:- 07935408034](tel:07935408034)
  - Louisa Stannett: - Secretary to the Committee. [Tel:- 07821 649545](tel:07821649545)
- 6 On arrival of the Fire Brigade, the hirer of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
- 7 Users of the hall should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

Signed.......... C Brown (Chair)

Date.....16-05-22.....

Date to be reviewed.....16-05-23.....