

Emergency Policy

The village hall is located 50m west of the junction between A49 and Huxley Lane and a post code CW6 9NB. There is a large sign announcing Tiverton Village Hall on the outside wall facing Huxley Lane.

Fire Brigade/Ambulance: Dial 999

Nearest Telephone: turn right onto Huxley Lane, 180m to phone box by Methodist Chapel

- 1 Fire
 - Evacuate Building
 - Call fire Brigade
 - Close windows & doors
 - (Water extinguishers by main doors, Dry powder in kitchen, Blanket in kitchen)
- 2 Medical Emergency
 - Nearest Doctor: Tarporley Health centre Tel 0182973 3456/2401
 - First Aid Kit: located in kitchen
 - Emergency Life Support information in First Aid box
- 3 Other emergency
 - Main Electricity Switch: by entrance door high up on wall (emergency lighting will come on when electricity supplies switched off or interrupted)
 - Water: stopcock in Gents cubicle
 - Heating Oil isolation valve: at base of oil tank, rear east side of Hall.
- 4 All emergency situations to be reported to a committee member.

Safety Procedures when hiring Tiverton Village Hall

- 1 Read Emergency Policy
- 2 Familiarise yourself with location of fire extinguishers
- 3 Unbolt both front doors (to facilitate rapid exit in case of emergency)
- 4 Ensure emergency exit doors at rear of hall are kept clear at all times
- 5 Hirer to be responsible for:
 - a) Raising alarm
 - b) Supervising evacuation
 - c) Reporting incidents/accidents/potential hazards to a committee member
 - d) Complete a simple building check on departure
 - Electricity off - switches/appliances/plugs (incl hot water switch in kitchen)
 - Water off at all sink taps
 - Heating off
 - External doors (& emergency exit doors) closed/bolted/locked
 - Windows closed
 - Rubbish emptied to bin in kitchen
 - Toilets vacated, all cubicle doors left open.