



Horndon on the Hill Village Hall

Fire Procedures

Reg. Charity No. 274903

Fire Alarm Location

- Main lobby, next to the kitchen door

Immediate Actions if Alarm Sounds

1. **Check the fire zone (if safe):**
 - **Zone 1:** Entrance Lobby and toilets
 - **Zone 2:** Main Hall and Kitchen
2. **Evacuate the premises:**
 - Start with the zone where the fire is indicated.
 - Close doors behind you to slow fire/smoke spread.
3. **Call the fire service:**
 - Dial **999**.
 - Report: "*Fire at Horndon on the Hill Village Hall, Village Hall, High Road, Horndon on the Hill, Essex, SS17 8LB*"
4. **Meeting** point at the fence on the other side of the carpark.

Firefighting Equipment Locations

- **Entrance Lobby:** 1 Foam extinguisher
- **Main Hall:** 1 Foam extinguisher
- **Kitchen:** Foam extinguisher + 1 fire blanket

Important: Do not use water on electrical fires.

Adopted: By Trustees, Horndon on the Hill

This policy was written by Nell Edwards, Vice Chairperson, Horndon on the Hill Village Hall.

Reviewed and approved by the Trustees on March 2026

Next review date January 2027