

Fire instructions

In the event of a fire, carry out the following drill in the order shown:

- Immediately evacuate the building.
- Call the emergency Services on 999 and ask for the Fire Brigade. The address is as follows:

Ardley with Fewcott Village Hall
Ardley with Fewcott Playing Fields
Ardley Road
Ardley with Fewcott
Oxfordshire
OX27 7PA

- Gather all people attending your event in the car park and carry out a head-count to ensure that all are accounted for. Prevent anyone from re-entering the building.
- Contact a committee member and inform them there is a fire in the village hall. Contact details as follows:

Chairman – 07714 348295
Bookings - 07554 432629

Do not re-enter the building until given the all clear by a member of the attending Emergency Services or a member of the Committee.

*Ardley recycling centre approx ¼ mile away, towards Middleton Stoney.

Hope you have enjoyed using our facilities. If you have any comments you would like to share with us, please email: partybookings@yahoo.com

Check List (please leave in the kitchen after completing at the end of your hire)

Main Hall	
Wipe chairs & tables (if required) before stacking chairs and storing tables. <i>(Important to remove children's paint/glue & food from surfaces).</i>	
Remove rubbish, sweep & if required mop floor	
Make sure emergency exit doors are secure	
Switch off lights	
Kitchen (if used)	
Wipe all surfaces	
Wipe out microwave (if used)	
Wipe out ovens (if used)	
Wipe out Fridge & switch off (if used). <i>Do not leave any food item or ice inside</i>	
Empty and turn off kettles at wall	
Empty and unplug Urn (if used)	
Make sure windows are closed	
Sweep/mop floor	
Switch of lights	
Remove any rubbish & recycling in bins. <i>* Do not place rubbish in outside bins</i>	
Toilets	
Flush toilets	
Make sure taps are turned off	
Sweep/mop floors (if required)	
Close all windows	
Empty bins (removing any soiled nappies from building)	
Norman Fraser Suite (if used)	
Leave room as it was set up	
Make sure windows are closed	
Switch off lights & lock doors. <i>Replace keys in key safe in Foyer</i>	
Foyer	
Switch off lights (internal)	
Lock main front door. <i>Return key into key safe and randomise numbers</i>	
Name:	