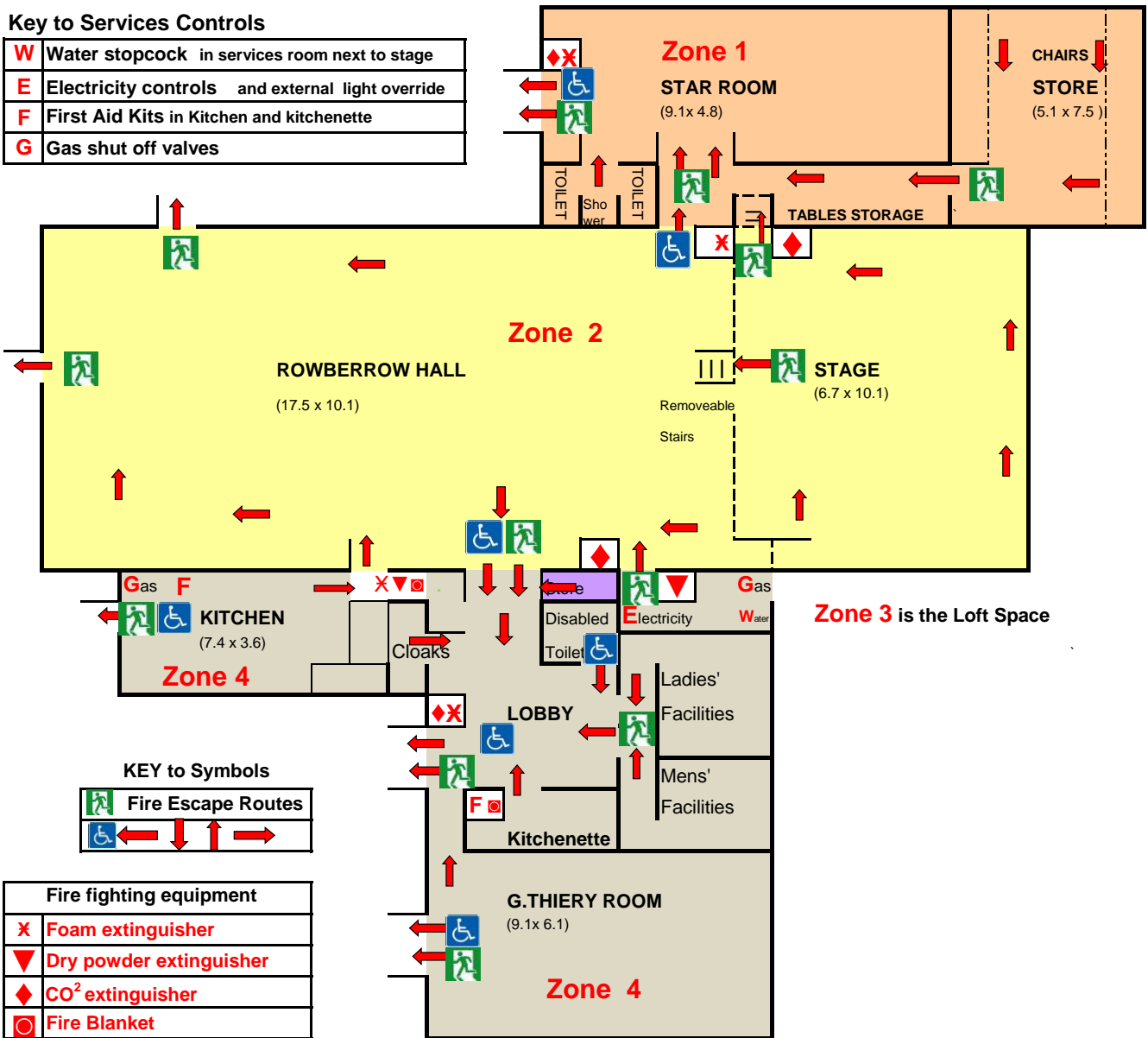


**SHIPHAM VILLAGE HALL**  
 New Road BS25 1SG  
 Location of Emergency Equipment and Controls

**Key to Services Controls**

<b>W</b>	Water stopcock in services room next to stage
<b>E</b>	Electricity controls and external light override
<b>F</b>	First Aid Kits in Kitchen and kitchenette
<b>G</b>	Gas shut off valves



**KEY to Symbols**

	Fire Escape Routes
	→ ↓ ↑ ←

Fire fighting equipment	
	Foam extinguisher
	Dry powder extinguisher
	CO <sup>2</sup> extinguisher
	Fire Blanket

**EMERGENCY ACTION** if the fire alarm sounds

(almost unbearably loud in lobby)

- IF THERE IS A FIRE:** Tell **everybody** to get **out** as fast as possible and go to far corner of carpark  
 Confirm **no-one** is left in the **toilets**. **TAKE NO FURTHER ACTION UNLESS TRAINED WHAT TO DO**
- FIRE BRIGADE IS AUTOMATICALLY NOTIFIED** by Cannon Control Centre. **DO NOT CALL 999**
- IF this is a FALSE ALARM:** **CALL 08448791703** Cannon Call Centre's 24 hour emergency line  
 Reply to a request for a password -Answer with the four digits said as "**ZERO SEVEN ZERO ONE**"  
 Then state "**This was a false Alarm, please abort fire brigade call out**"
- Then **RESET** the Fire alarm control box after a false alarm as shown below  
 Get the **ENABLE CONTROL** key from the key box (top left) in kitchenette cupboard  
 Insert key in **ENABLE CONTROL** in Alarm box; **SYSTEM MODE** panel should light up showing " **F1** "  
 Press **silence button**- check there is no obvious cause why the alarm went off e.g. Alarm point box slides  
**REPLACE** any **BROKEN** fire alarm **SLIDES** (Spares + instructions are in kitchenette cupboard against key box)  
 Press **reset button** when done or if there are no other obvious causes **press reset** and **return key**
- RESET** the Entry Alarm box to stop the intruder alarm ringing: **Key in the Entry/Exit code again in the small box**
- AFTER action 1 or 5** immediately **phone** one of the **contacts** listed below **and** make a **report**  
 Alarm has gone off, if is still going, real fire or False alarm, action taken

**Emergency Contact numbers**

John Moorhouse	01934 842272	Tony Davies	01934 843951	David Worker	01934 843425
Tony Packer	01934 843120	Ray Burgess	01934 843562		