



Ducklington & Hardwick  
Village Hall  
Charity No. 266806

# What to do in the event of a **FIRE!**

## FIRSTLY, ALWAYS **DIAL 999**

1. The Hirer should activate the alarm using the nearest fire alarm point.
2. The Hirer will instruct all persons to leave the building via the nearest Fire Exit and to assemble on the Village Green by the War Memorial. A roll call must be taken to ensure all persons are present.
3. No matter how small the fire, you **MUST** call the Fire Brigade. There is no public telephone in the hall so use a mobile phone to **DIAL 999** and give this address:

**DUCKLINGTON VILLAGE HALL, STANDLAKE ROAD,  
DUCKLINGTON OX29 7UX**

4. After the Hirer has carried out all the above, a member of the Ducklington Village Hall Management Committee should be contacted:
  - Chair: Sarah Varnom 07792 682776
  - Treasurer: Mike Truran 01993 708645
  - Maintenance: Peter Godwin 07583 148315
  - Bookings Secretary: Amanda Armitage 07913 686616
5. Under no circumstances should the Hirer attack the fire.

**ALL INCIDENTS NO MATTER HOW SMALL MUST BE REPORTED**