



LETHAM VILLAGE HALL

Auldbar Road
Letham
Angus
DD8 2PD

Emergency Actions for Letham Village Hall

Should there be a problem or a need to sum on assistance for a problem occurring at the hall, the following guidance is provided for hirers:

FIRE OR ALARM ACTIVATED: If the fire alarm is activated **DO NOT** Panic and **NEVER** assume a false alarm. **Always** call the Emergency Services using **999** or **112** (**the alarm is not connected to the Fire Service**) The Fire Service should investigate and decide if it is actual fire or 'False alarm', especially if the alarm indicates a fire in the loft area. If there has been a minor fire extinguished by those persons present, Fire and Rescue should still be called if for nothing more than insurance reporting purposes. Also, a member of the Hall [Hall Committee](#) **MUST** be notified to ensure the facts are established and documented. **Unauthorised persons ARE NOT permitted to interfere with the Fire Control Panel or with electrical isolators.** Please be assured, the risk of fire is low.

INJURY: Should anyone become injured, the emergency services may be required, depending on the nature and severity of the injury. If the injury was caused as a result of a deficiency on the part of the Hall, a member of the [Hall Committee](#) should be informed and reasonable efforts made to ensure the situation is made safe, to prevent a recurrence. The Accident Book, held in the main kitchen First Aid cabinet, must be completed in order to protect the injured party, the hirer and the Hall Management Committee.

LOSS OF LIGHTING OR POWER: The hall is equipped with emergency lighting situated at all exit doors and at other appropriate locations - toilets, corridors etc. The lighting is sufficient to allow evacuation in an orderly and safe manner and will last for a minimum of 1 hour. If power is not reinstated within 15 minutes, contact a member of the [Hall Committee](#) or Hall Keeper. If the problem lies within the premises, the cause of the problem **MUST** be identified, before attempting to reset the circuit breaker.

NO WATER or BURST PIPE: Should there be a burst pipe, there is an isolator under the sinks in the Main Kitchen. If the leak cannot be stopped it may be on the system supplied from the header tank in the roof space. Call for assistance from an appropriate person on



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the [Hall Committee](#) list. It is highly unlikely that the water supply will be interrupted. In winter however; due to extreme cold conditions there is a possibility of frozen pipes. Seek assistance as above.

HEATING & HOT WATER: There are 3 distinct heating systems in the Hall.

- 1. Smith Hall Heating.** Heating is provided by wall mounted electric heaters. It must be noted that these **DO NOT glow** red when on. If the Main Hall requires an adjustment of temperature, simply adjust using the buttons on the right side of the thermostat, which is situated on the right of the stairs, to the left of the stage. **NO OTHER SWITCHES NEED TO BE OPERATED.** The Smith Hall heating is augmented by 2 radiators from the Drummie Hall system at the front of the stage.
- 2. Drummie Hall, Auldbar & Burnside Rooms Heating.** The heating and hot water for the Drummie Hall and associated rooms and toilets (including the radiators in the Smith Hall) is supplied by a combi-boiler located in the Auldbar Room. The boiler and room temperatures are controlled remotely using the Hive Heating Control System and smart app. As a result these controls should not be adjusted by hall users, if the heating requires adjusting please call 07518267291 or 07565359874.
- 3. Crosston Room, Foyer & Kitchen Heating.** The heating and hot water for the Crosston Room and associated rooms, communal areas and toilets is supplied by a combi-boiler located in the Kitchen. The boiler and room temperatures are controlled remotely using the Hive Heating Control System and smart app. As a result these controls should not be adjusted by hall users, if the heating requires adjusting please call 07518267291 or 07565359874.

LOSS OF DOOR KEYS: Should this occur, the hall doors can still be closed and locked via the Yale lock on a temporary basis. However, a member of the [Hall Committee](#) **MUST** be informed of the loss at the earliest opportunity. All efforts **MUST** be made to find the keys and return them. The returnable security deposit required when hiring the Hall will be used to cover the cost of key and lock replacement.