

# KINGSTON VILLAGE HALL TRUST (“KINGSTON BARN”)

LOCATION: 25 The Street, Kingston, Canterbury, CT4 6JB

## **EMERGENCY INFORMATION**

### **FIRE EXTINGUISHERS**

1. In the kitchen – 1 x powder
2. By the Security Exit door – 1 x water & 1 CO2
3. By the main hall (blue) inner door – 1 x water
4. At the top of the mezzanine stairs – 1 x water

**Water fire extinguishers** should be used on **Class A fires**, which are fires involving flammable solids like paper, wood, and textiles.

**CO2 fire extinguishers** should be used on **Class B fires**: Fires involving flammable liquids like petrol or oil  
**Class C fires**: Fires involving flammable gases  
**Class F fires**: Fires involving cooking oil and grease and **Electrical fires**.

### **SMOKE ALARMS**

Check for fire. If found and safe to do so, use the appropriate fire extinguisher. Evacuate immediately if the fire cannot be controlled and call 999. If no fire, ventilate and inform a trustee.

### **GAS SAFETY & CARBON MONOXIDE (CO2) ALARM ACTIVATION**

The Gas meter is located at the back of The Barn (White box)

1. **Evacuate Immediately:**
  - Do not ignore the alarm, even if there are no visible symptoms
  - Get everyone out of the building.
  - Do not re-enter the premises until it is deemed safe.
2. **Turn off Potential Sources:**
  - If safe to do so, turn off gas appliances and open all windows and doors to ventilate the space
3. **Call for Help:**
  - Call 999 and report the alarm. Inform them its carbon monoxide alarm.
  - If applicable, call the National Gas Emergency Service on 0800 111 999
4. **Report to Trustees:**
  - Once the immediate situation is under control, contact a trustee to notify them of the incident

### **WATER MAIN**

Switch off the “Surestop” switch located in the kitchen unit to the left of the cooker, on the right-hand side. Although it is a “switch” it is not operated by electricity but by water pressure so will work during a power cut. It takes a few moments to work.

### **ELECTRICITY**

Trip switches are in the main hall L/H (“sound”) cupboard. In the event of failure of lighting or power circuits – check the Trip switches and report to Trustees. We recommend turning off appliances before resetting trips to avoid power surges.

### **EVACUATION**

Ensure that no one remains in the hall, kitchen, mezzanine or toilets and Assemble on the Playing Field leaving space for emergency vehicles near the hall.

### **ADDITIONAL EMERGENCY INFORMATION**

- In an event of an emergency **please call 999**
- First Aid kit is available in the Hall Kitchen
- The nearest Defibrillator is located behind the Hall, near the Emergency exit and opposite the little barn

### **TRUSTEE CONTACTS & KEYHOLDERS (Area Code 01227)**

- **Trustee Contacts:** Trustees should only be contacted in the event of an emergency or to report an incident related to the items in this document. For all other enquiries, including bookings, please refer to the Kingston Barn website: <https://kingstoncanterbury.uk/> or email the booking manager through our main email address: [info@kingstoncanterbury.uk](mailto:info@kingstoncanterbury.uk)
- **Availability:** While not all Trustees may be available 24/7, at least one contact should respond. If you are unable to reach a Trustee immediately, please leave a message, and your call will be returned as soon as possible.

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