

Fire Evacuation Plan

1. In the event of an emergency (eg. fire), the person in charge of the hall or function will instruct people to **leave the building by the nearest exit. If it is safe to do so, check all the rooms and spaces have been vacated** (see Fire Evacuation diagram-attached).
2. You **may consider breaking one of the glass alarm points**, which are located by each of the external doors, to activate the hall's fire alarm. (also see fire precaution layout plan).
3. **Call the fire brigade**. Use a mobile phone. (There are no phones on this site and the local phone box is soon to be removed).
4. **Only attempt to extinguish small fires with the equipment provided, if it is safe to do so.**
5. **Turn on all the outside lights**. (Switches to the left of the main entrance and in electricity cupboard, again to the left of the main entrance).
6. Attendants should ensure that once the building has been evacuated, **no one is allowed to re-enter**.
7. **For those leaving by the large, emergency doors at the end of the main hall**, they should **make their way to the assembly point at the far end of the car park by the path**.
8. **For those leaving from the games room**, they should proceed around the end of the building, where the grassed area is and then over the bridge, **to assemble in the area next to the A12 entrance**.
9. **DO NOT GO ALONG THE SIDE OF THE BUILDING BETWEEN THE NEIGHBOUR'S FENCE AND THE MAIN HALL WALL.**

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