

# THE HALL GET INVOLVED

## IF YOU DISCOVER A FIRE

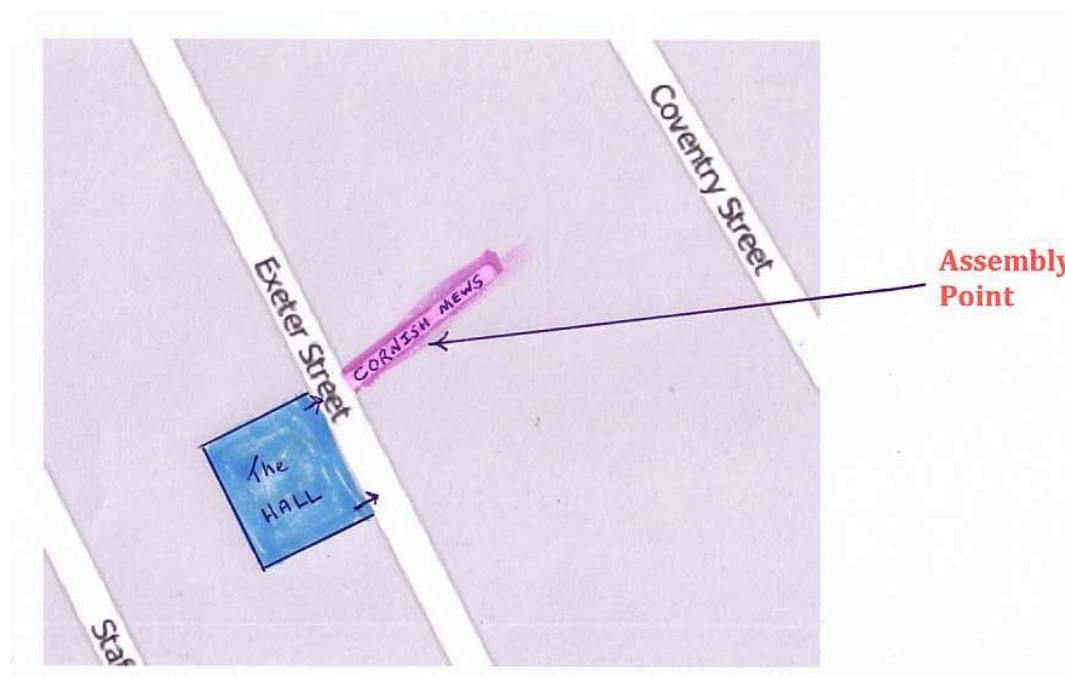
1. Immediately operate the nearest fire alarm call point by pressing the central button.
2. If you are able to close any open windows and doors. Switch off electrical devices including the ceiling air circulation fans if operational.
3. DO NOT attempt to fight the fire unless you are trained to do so.
4. Leave the building via the nearest safe fire exit route.
5. Assemble on the opposite side of road in Cornish Mews.
6. Contact the Fire Brigade.
7. Contact the Hall's emergency contact number.

## ON HEARING THE FIRE ALARM

1. Leave the building via the nearest safe fire exit route.
2. DO NOT stop to collect belongings
3. Assemble on the opposite side of road in Cornish Mews.

## Organisers of Events

1. Ensure you are aware of the number of people in the building and the make up of the people present – such as Children, People needing assistance due to age or disability.
2. On leaving the building take the checklist book by the main door.
3. Once at the Assembly point in Cornish Mews check all people are present using the checklist on page 2.



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## Hall Evacuation Check List

Person responsible of the Event to check

Check	Result of Check YES or NO
All people in Hall evacuated?	
All people on Kitchen evacuated?	
All people in rear meeting room evacuated?	
All people in Ladies Toilet evacuated?	
All people in Mens Toilet evacuated?	
All people accounted for?	

## Hall External Notice Board (Fitted to front wall of Hall)

If you hear the fire alarm please call 999

THEN

Call the Hall Manager on 07863707632