



Fire Action Plan

ON HEARING THE FIRE ALARM

1. Leave the building via the nearest safe fire exit route.
2. DO NOT stop to collect personal belongings.
3. Assemble outside 7-10 Exeter St (opposite the Chimney House pub).
4. If you are able to check the building without putting others at risk (i.e. you are not solely in charge of children or vulnerable adults) please do so.
5. If you know there is a fire call 999 to alert the Fire Service.
6. In any case call 01273 561149, the Hall's emergency contact number, and a volunteer will come and either reset the fire alarm or meet the Fire Service
7. Do not take risks.
8. Do not re-enter the building until you have been authorised to do so.

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm (located at the front exits, outside the kitchen & outside the community room) by pressing the central button.
2. DO NOT attempt to fight the fire.
3. DO NOT stop to collect personal belongings.
4. Leave the building via the nearest safe fire exit.
5. Assemble outside 7-10 Exeter St (opposite the Chimney House pub).
6. Call 999 to alert the Fire Service.
7. Contact the Hall's emergency contact number 01273 561149.
8. Do not take risks.
9. Do not re-enter the building until you have been authorised to do so.

ADDITIONALLY FOR EVENT ORGANISERS AND HIRERS

1. Ensure that people leaving both fire exits assemble outside 7-10 Exeter St (opposite the Chimney House pub)
2. If an attendance register has been kept, check that all people/children are accounted for
3. DO NOT re-enter the building yourself if people aren't accounted for – advise the Fire Service when they arrive