FIRE EVACUATION PROCEDURE

Event / Question	Required actions
How will you be warned of a fire?	The fire alarm will sound in the hall and upstairs meeting room. Vocal alerts may also be heard
What action should I take?	Exit the building. Do not go back for belongings Make your way on to the green opposite the hall. Organizer to make sure all persons are accounted for.
What should I do if I find a fire?	Find the nearest fire alarm and press to sound. Vacate the premises and ring 999 and ask for the fire service. Or ask another person to do this.
What should I do if I hear the fire alarm or a call of 'Fire'?	Evacuate the premises by the main door or the Fire Exit in hall. Make way to the Green opposite the hall. Assist any person who may have walking, hearing or visual impairments. Organizers of event at hall to check the toilets before vacating the premises if safe to do so. Do not re-enter the building at any time unless instructed by fire brigade it is safe to do so.
Where should go?	All persons should make their way to the green opposite the hall.
Should I leave the premises outside the hall?	You should stay if you can. Organizer of event to wait for fire brigade to arrive. Please inform the secretary of any incidents.