

FIRE EVACUATION PROCEDURE

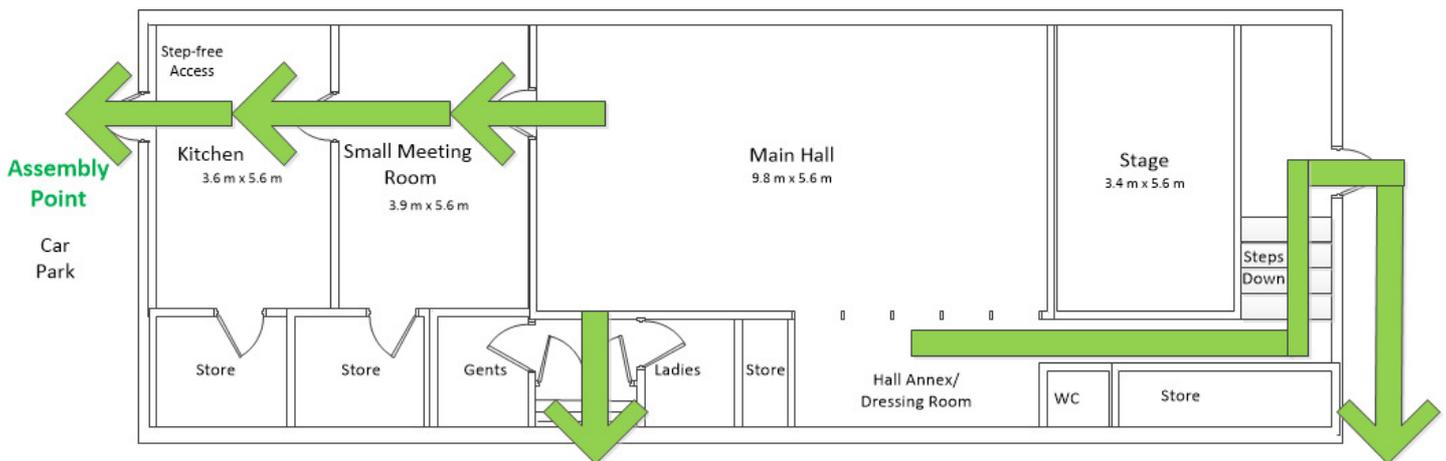


The hirer must take on the role of fire marshal for the period of the hire or must clearly nominate someone else as fire marshal.

The fire marshal must ensure all occupants know where the emergency exits are. We suggest this is done at the commencement of the event when guests have arrived. Note: there is only one step-free exit which is via the kitchen. If any guests have limited mobility and would not be able to use the other two exits which have stairs, please make sure someone is ready to help them evacuate.

If there is a fire or the alarm sounds, the occupants must immediately evacuate:

- Identify the safest point of exit.
- **DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS AND BELONGINGS, LEAVE THE BUILDING IN A SAFE AND SENSIBLE MANNER**
- Assemble at the fire assembly point in the car park.
- Do not attempt to go back into the building until you are told it is safe to do so.



The fire marshal must:

- Ensure that someone has called the emergency services on 999.
- Ensure the building has been evacuated (including the toilets) and do a roll call, if possible, to ensure everyone is accounted for.
- Ensure persons do not attempt to re-enter the building to gather possessions until you as fire marshal agree it is safe to do so.
- Liaise with the emergency services.

Use of the fire-fighting equipment in the hall must not delay the evacuation. Fire-fighting equipment should only be used when the operator feels confident.