



FIRE EVACUATION NOTICE

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- **Raise the Alarm Immediately.** Locate and operate the nearest air horn - one is in the kitchen on the right hand side as you leave the kitchen; the other is on the wall just by the first set of exit doors to the lobby area. Sound continuous short blasts to alert everyone on site.



- Please ensure the **Sports and Social Club** are made aware that the Hall has been evacuated and any risk posed to them.
- **Call the Emergency Services.** Dial **999** immediately and request the Fire Service. Give your exact location and details of the fire.

Post Code is **PE8 6BD**

The what3words address is **inefficient.cheaper.towers**

FIRE FIGHTING:

- The safe evacuation of persons is an absolute priority.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Tackle the Fire Only If Safe. Only attempt to extinguish the fire using available equipment if it is safe to do so and you have been trained. You should only tackle small fires, ie. no larger in size than a wastepaper basket.

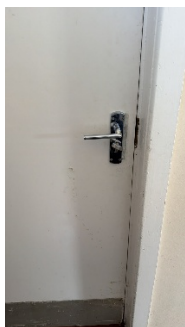
Do not put yourself at risk.

ON HEARING THE ALARM (AIR HORN):

- Evacuate Immediately. Leave the building or area using the nearest safe fire exit. Do not stop to collect personal belongings.
- Proceed to the Assembly Point Report directly to the designated Assembly Point:
- Users not with visitors and contractors must leave the building by the nearest exit and report directly to the assembly point.
- Fire assembly point sign is posted on the telegraph pole on the Playing Field



- Users and visitors should leave in single file. They should leave by the nearest available escape route. The last person to leave the premises must close the final exit door. Visitors should be accompanied to the assembly point.
- Fire exits are located:
 - ❖ Main Entrance Door to Car Park – please go around the side of the hall to the assembly point.
 - ❖ Fire Escape Door at back of hall leading onto playing field
 - ❖ External exit door from Kitchen – see new Yale thumb turn lock



A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly point users should wait until they have been accounted for by the person nominated by the hirer.
- Nominated persons are responsible for ensuring all areas of the building are cleared. Nominated persons should ensure that in the event of their absence, another person is available to take over their duties:

Area of Premises	Nominated Person
Toilets/Lobby	Nominated by Hirer
Kitchen	Nominated by Hirer
Main Hall	Nominated by Hirer

- The Nominated Person will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until users are notified it is safe to do so by the Fire Brigade.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of users will be nominated to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helper's arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by users.

In the event of users with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. flashing beacon linked to alarm etc.