

FIRE INSTRUCTIONS

GENERAL

It is the responsibility of all hirers and employees to familiarise themselves with the location of the fire exits and fire extinguishers in their immediate vicinity.

Primary escape routes, particularly the stairs, must never be blocked.

Do not obstruct fire exits or fire-fighting equipment.

Ensure fire doors remain closed.

If you discover a fire:

- Immediately raise the alarm by ringing the **FIRE BELL located in the Main Entrance Lobby** and state where the fire is.
- Call the Fire Brigade on 999 – telephone located by the road at the front of the car park
- If safe to do so, attack the fire using the equipment provided. Leave the building immediately if you cannot control the fire.

On hearing the alarm:

- Evacuate the building via the front or back fire exits
- Close all doors behind you
- Do not stop to collect belongings
- Report to Fire Assembly Point: **Front of Building / Edge of Recreation Ground**

Once the Fire Warden / Fire Brigade give all clear, hirers and employees will be allowed back into the building.

The Fire Officer is THE HIRER OF THE HALL.