

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, 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 ALARM located in the **main entrance corridor and meeting room.**

Call the Fire Brigade on 999 – Give the following address –

Jubilee Hall, Pippin Road, East Peckham, TN12 5BT

- If you feel safe to do so, attack the fire using the equipment provided. Leave the building immediately if you cannot control the fire. (never put yourself or others at risk).

On hearing the alarm:

- Evacuate the building via any exits
- Close all doors behind you
- Do not stop to collect belongings
- Report to Fire Assembly Point: **Front of Building / Edge of Recreation Ground away from the bulding)**

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

The Fire Officer is THE HIRER OF THE HALL.