



Fire Safety

The person in charge of the function must check the location of all exits and exit points. At all times these must be free from obstruction. There is no telephone at the hall so we recommend the hirer should have a mobile phone if a call to the fire brigade is required.

The person in charge should be aware of who is attending the function in case of an evacuation.

The person in charge must make all attendees aware of the fire evacuation procedures which are as follows:

If you **discover a fire, sound the alarm by operating the nearest Break Glass Call Point** then follow the steps below:

If you **hear a continuous fire alarm** follow the steps below:

1. Make your way out of the building by the closest emergency exit, closing doors and windows behind you if it is safe to do so (do not stop to collect belongings)
2. Assemble by the fire assembly point. Follow instructions on assembly point sign
3. Do not re-enter the building until the Duty Manager or the Fire Brigade have confirmed it is safe to do so