

# ***FIRE EVACUATION PROCEDURES***

Before commencing any event/meeting, ensure all people present in the hall are aware of these procedures and the location of the fire exit points.

There are three exit points, all are clearly marked. The exit points are:

The main doors at the front of the building.

The double fire doors at the side of the main hall, car park side. Push the crash bar.

The single fire door in the back left storeroom (seen as you enter the hall), where the tables are stacked. Push the crash bar.

If a fire is detected, alert all persons in the hall and break the glass fire alarms that are situated at the three fire exit points.

Fully automatic alarm sounders located throughout the building will be triggered once the glass is broken in any of the fire alarms.

Should you be alerted to the presence of smoke or fire leave the building without delay using one of the three exit points and assemble in the main car park at the side of the building.

Close internal doors as you exit, but only if you are certain it is safe to do so.

The person(s) in charge of the function should be the last to leave the building and should check the hall, kitchen, storerooms and three toilets to ensure everyone has left the building safely and have assembled at the agreed assembly point.

The person(s) in charge should ensure that the fire brigade have been called (999) to attend at Belstead Village Hall, Grove Hill, Belstead, IP8 3LU.

Please make local residents in houses near the hall aware of the situation.

Nobody should re-enter the building until they are authorised to do so by the Fire Officer In Charge.

Only if you are certain it is safe to do so, limited fires can be tackled using the fire extinguishers situated inside the building at the following points;

Water extinguisher: Front lobby left of exit doors.

Dry powder extinguisher: Front lobby left of exit doors.

Water extinguisher: In main hall, back left as you enter hall, by storeroom.

Carbon Dioxide extinguisher: In kitchen area, left hand wall as you enter kitchen.

The different uses of the different extinguishers are detailed above each one.

In addition, there is a fire blanket in the kitchen area by the fire extinguisher.