# **Fire Evacuation Procedure**

## Action to be taken by a person discovering a fire

-The person discovering a fire would usually be the hirer of the building.

-Take command, give loud and clear instructions to immediately evacuate the building and gather in the carpark, do not stop to collect personal belongings.

-Check every room and toilets that is safe to enter, to ensure that everyone has left the hall.

-Fire extinguishers should be used to clear a safe passage to an exit.

-Only attempt to tackle the fire with firefighting equipment provided locally if it is safe to do so.

-Once outside check everyone is accounted for.

#### How to contact the emergency services

-Once the hall is evacuated, call the fire service via 999 on a mobile phone. -The address of the hall is:

Tennyson d'Eyncourt Memorial Hall 3 Beck Hill Tealby, LN8 3XU

### Waiting for the emergency services

-The responsible person should check that the road and area around the hall is clear for emergency vehicles.

-Send 2 people to act as guides for the emergency services, at the junction of Beck Hill and Rasen Road.

-The responsible person must report to the Fire Service on their arrival, confirming the roll call and providing other information as requested.

-Do NOT allow anyone to enter the hall until a fire officer tells you it is safe to enter.

-Contact a member of the village hall committee on one of the numbers shown below

Chair	Donna Harris	07887-843411
Treasurer	Tony Neal	01673-838411
Secretary	Tony Fairclough	07542-646370

#### **Important Information**

-Escape routes are the front door, emergency exit between bar and gents' toilets

-Arrangements for safe evacuation: disabled persons will be escorted by able-bodied persons designated by the Hirer.

-Fire Fighting equipment provided:

Entrance porch; water extinguisher

Stage; CO2 extinguisher for electrical fire for consumer unit

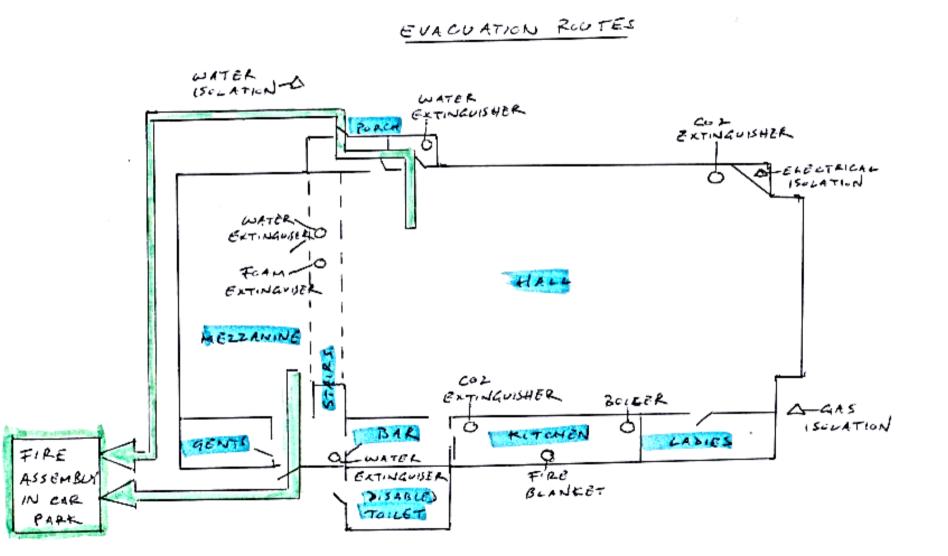
Kitchen; CO2 extinguisher for electrical fire for kitchen electrical items

Back door; water extinguisher

Kitchen; fire blanket for cooking fires

Corridor outside mezzanine room, water and foam extinguisher

-The hall is fitted with smoke alarms, fire exits are illuminated.



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