

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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EVACUATION ROUTES

