

FIRE & EMERGENCY ACTION PLAN

Fire & emergency procedures and means of escape

What you should do if you discover a fire

- Raise the alarm at the earliest possible opportunity
- Close any open windows, if safe to do so.
- Close the door and leave area quickly.
- Do not attempt to extinguish the fire yourself unless you have had training in the operation of fire extinguishers and can do so without personal risk. The fire blanket situated in the kitchen can be used to smother flames but again on the condition of no personal risk.
- Signal the existence of a fire by shouting & activating the fire alarm system, leave the building and proceed to the fire evacuation point.
- When at the fire assembly point you should either call the Fire & Rescue Services immediately or advise the senior person present of the location & details of the fire; that person is then responsible for alerting the Fire & Rescue Service.

What you should do when the fire alarm is heard for alerting the Fire & Rescue Services

The **senior person** will call the Fire and Rescue Service immediately.

- Turn off any electrical equipment you are using, if this can be done swiftly and without any delay.
- Close any doors or windows as you leave.
- Do not stop to collect personal belongings.
- Leave the building by the nearest available fire exit if safe to do so.
- If you are asked to help with the evacuation of a disabled colleague or visitor, please do so with a minimum of delay provided you are not endangering yourself.
- Assemble at the designated point outside the premises and ensure that you have made yourself known to the senior person present.
- Do not re-enter the premises unless given permission by a fire safety officer or the senior person present.

REMEMBER

- Close, but do not lock, all windows and doors.
- Assist anyone who is disabled or requires assistance to escape the premises.
- Do not stop to collect personal belongings.
- Familiarise yourself with extinguishers, alarm points and escape routes.

PLEASE NOTE

- **The occupant capacity of the Hall for a standing event is 190, including any staff.**
- **The occupant capacity of the Hall for a seated event is 95, including any staff.**
- The layout of any tables, chairs, equipment etc. must be such that exit doors are not blocked or obstructed