

## **PROCEDURES IN THE EVENT OF FIRE**

**In the event of Fire or the Fire Alarm sounding everyone must follow this procedure.**

- **On Discovering a Fire:** Raise the alarm immediately using the nearest alarm button, indicated as a Red Box under an Emergency Route sign.
  - Shout “**Fire, Fire, Fire**” to alert everyone else in within earshot.
  - Make your way calmly but quickly to the nearest **Fire Exit** and leave the building. (see below).
- **On Hearing the Fire Alarm** OR someone shouting **Fire, Fire** etc. leave the building using the nearest fire exit.
- **Do Not Wait** to retrieve your belongings, coats etc. Make your way as quickly as possible and in an orderly fashion – **Do Not Rush**.
- **Move Well Away From The Building** and make your way to the assembly point at the rear of the car park identified by a green sign. Form a group that will enable supervisors to establish if anyone is missing using that evening’s attendance list.
- **Check** that the person you were with is there with you and report to a supervisor if you think someone is missing. Do this straight away, it could save someone’s life if they are trapped by the fire.
- **Do Not** obstruct access to the site and stand well away from the road entrance to the site which the emergency services will need for access.
- **Do Not Move Your Vehicle**. Doing so may impede the emergency services when they arrive.

### **Location of Emergency Fire Exits:**

- The Main Entrance to the building.
- In the Main Hall to the Right of the stage.
- In the area in front of the Kitchen.
- In the RH corner of the adjacent rear Meeting Room.
- In the RH corner of the adjacent small Meeting Room.