

# **COLERNE VILLAGE HALL ASSOCIATION**

REGISTERED CHARITY 1072699

## **FIRE EVACUATION PROCEDURE**

A Designated Person should have been assigned prior to the commencement of the session

In the event of an emergency follow the below procedure:-

**ALL FIRE EXITS MUST BE KEPT CLEAR OF OBSTACLES AT ALL TIMES** - check the emergency exit plan to ascertain where all fire exits are situated.

If the Smoke alarm sounds evacuate the building immediately

Leave the building through the nearest fire exit

If this is a small fire and you have a person trained to use the fire extinguishers available then they can do so

Do not re-renter the building under any circumstances

Any disabled people should be evacuated last and a helper should have been assigned before the commencement of the session to help if required

Assemble at the far side of the Car Park next to the Fire Assembly sign

The Designated Person should Call 999 and ask for the Fire Service

Call one of the Village Hall contacts and advise them of the situation; telephone numbers are displayed in the outside notice board on the front of the Village Hall

Check to make sure everyone is present

**DO NOT GO HOME UNTIL EVERYONE HAS BEEN ACCOUNTED FOR**

Advise the Fire Service if there is anyone left in the building

Only leave the Car Park once the Fire Service or Designated Person has told you you can do so.

**YOUR SAFETY IS PARAMOUNT – REMEMBER THE BUILDING CAN BE REPLACED – YOU CANNOT**