

MALPAS VILLAGE HALL (TR1 1SQ)

FIRE EVACUATION PROCEDURES

- In the case of a fire the Fire Detectors will sound automatically.
 - The manual Fire Alarm Switches are located by St Andrew's Room door
The Main Entrance door
- On hearing the alarm *everyone* must leave the building by the nearest exit and *walk to the Muster Point* which is in front of the new terraced houses on the Nursery Site next to the Village Hall.
- The lift can be used in a fire by wheel chair users and those with mobility difficulties.
- All external doors and windows must be closed on leaving the building.
- The hirer of the hall will collect the "Information File" from the entrance and check the toilet is empty and use their personal mobile Phone to contact the Emergency Services.
 - A public telephone is located next to the Muster Point.
- At the Muster Point the Hirer of the Hall will record the name, address and telephone number of everyone who has vacated the Village Hall.
- On no account must anyone re-enter the building.

In the Event of a Fire

- *Any attempt to fight the fire must always be secondary to life safety.*
- *Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire fighting equipment.*
- *Typical information the Fire Brigade will want to know:*
 - Is everyone accounted for?*
 - If anyone is missing: How many?*
 - What is their usual location?*
 - Where were they last seen?*
 - Where is the fire? TR1 1SQ*
 - What is on fire? (It may not be apparent)*