

FIRE EVACUATION PROCEDURE FOR HIRER/RESPONSIBLE PERSON

Before any public meeting or entertainment, the fire exits and the fire assembly point must be pointed out to those present.

On becoming aware of a fire:



TAKE CHARGE –
Set off the fire alarm
Call the Fire & Rescue Service
Address -
Woodbury Village Hall, Flower Street, EX5 1LX



Always evacuate the building – don't wait to pick up belongings.



Usher/lead people onto exit route.



Assist people with disabilities.



Close windows & doors as you leave.



When outside, ensure that everyone is gathered at the Fire Assembly Point – outside the public toilets, adjacent to the Hall. Check that no one is missing.



Report to Fire & Rescue Service on their arrival.

This document is the second of a three part set:

1. Hirer's Fire Safety Responsibility. 2. Fire Evacuation Procedure. 3. Plan showing fire exit routes.