

# IN CASE OF FIRE

1. On discovering a fire, quickly advise hall users, vociferously if required, by shouting “FIRE, FIRE”. If fire is discovered in an ancillary room, and if safe to do so, seal door firstly to increase escape time.
2. Calmly make your way to the nearest fire exit door, clearly marked. Do not stop to collect your belongings.
3. Exit the building quickly and calmly, giving assistance to children and disabled people if necessary.
4. Person in charge of user group to delegate someone to telephone the fire brigade.
5. Assemble on the adjacent car park at a suitable distance from the fire and carry out a head count.
6. Do NOT return to the building to collect your belongings.
7. Await fire brigade.

NOTE: Trained persons to use firefighting equipment when it is safe to do so i.e. something smouldering in a waste bin or the like. Evacuation of the premises is the primary concern.