

# **FIRE DRILL**

In the event of fire or smoke being detected in the Little Easton Memorial Hall the following action should be taken:-

- 1. A verbal warning of “*FIRE*” should be shouted 3 times and repeated at intervals.**
- 2. All occupants of the building must evacuate the Hall immediately via the emergency exits. Do not collect belongings.**
- 3. On leaving the building, all evacuees should assemble at the far side of the Memorial Hall car-park.**
- 4. A Responsible Person should contact the Fire Brigade by dialling 999 then take a head count and ensure that everyone has left the building.**
- 5. Do not attempt to re-enter the Hall until advised to do so by the Fire Officer in Charge.**

N.B. It is the responsibility of the person hiring the Hall to ensure that the fire drill is carried out satisfactorily in case of emergency.

# **EMERGENCY INSTRUCTIONS**

Emergency push-bar doors with illuminated signs are located in the main hall.

Fire extinguishers are located to the left hand side of the entrance doors, to the right-hand side of the kitchen doors and in the kitchen where there is also a fire blanket.

A first-aid box is located on the counter top in the kitchen.

Any incidents must be recorded in the emergency log book and reported to Jenny Green, Bookings Officer.