

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

In the event of a Fire

DIAL 999

1. **The Responsible Person** will instruct all persons to leave the building using the nearest Emergency Exits (not collecting personal items) and to muster together at the Assembly Points (Car park and back lawn).
2. Ensure everyone is accounted for.
3. **No matter how small the fire, call the fire brigade.** There is a telephone in the office at the hall or use a mobile phone and give this address:

Waldringfield Village Hall,
School Lane,
Waldringfield
IP12 4QP

4. **The responsible person** should ensure that once the Village Hall has been evacuated, no one re-enters the hall to collect personal belongings etc.
5. On the arrival of the Fire Brigade, **the responsible person** should report to the officer in charge and should advise them whether any persons are missing.
6. Attempts to extinguish the outbreak of the fire should only be carried out if it is safe to do so. If there is any doubt, get out of the building.
7. If possible once the circumstances allow, and after carrying out the above please call one of the key holders.

A full list of key holders is on the notice board beside the main entrance.

Note all incidents, no matter how small, should be reported to a member of the Management Committee and noted in the incidents book in the main lobby.