

UPHILL VILLAGE VICTORY HALL

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call point by pressing the central button.
2. If you are able to close any open windows and doors. Switch off electrical devices.
3. DO NOT attempt to fight the fire unless you are trained to do so.
4. Leave the building via the nearest safe fire exit route.
5. Assemble at the fire assembly point adjacent hall notice board in car park
6. Contact the Fire Brigade 999
7. Contact the Hall's contact number 01934 413408

ON HEARING THE FIRE ALARM

1. Leave the building via the nearest safe fire exit route.
2. DO NOT stop to collect belongings
3. Assemble at the fire assembly point in car park

HIRERS

1. Ensure you are aware of the number of people in the building and the make up of the people present – such as Children, People needing assistance due to age or disability.
2. On leaving the building take any register of attendees you may have
3. Once at the fire assembly point check all people are present using any register you may have.

HALL EVACUATION CHECKLIST

Person responsible of the Event to check

All people in main hall evacuated?	Yes/No
All People on Stage evacuated?	Yes/No
All people in small hall evacuated?	Yes/No
All people in kitchens evacuated?	Yes/No
All people in toilets evacuated?	Yes/No
All people accounted for	Yes/No