

Ashwell Village Hall

FIRE ACTION AND EVACUATION PLAN

- On discovering a fire, raise the alarm by breaking the glass and pressing the nearest alarm button.
 - Ensure your group keeps calm, immediately leaves the building by the nearest exit without stopping to collect personal possessions and goes to the Assembly Point in the car park
 - Ensure less-mobile people have assistance they require to evacuate to the Assembly Point.
 - Close all doors and windows after the last person has left.

 - Ensure that everyone in your party is accounted for, so you can inform the Fire service of trapped or missing persons.
 - Consult with any other group leaders present, to ensure that the following actions are carried out
 - Identify the location of the fire and ring 999 for the Fire Service. Follow the instructions, giving the address as
 - a. Ashwell Village Hall, West End, Ashwell, SG7 5PJ
 - b. Do not hang up until the operator has confirmed the address to you

 - If there is no obvious fire, the leader of the group should identify which fire detector has been activated, shown by a red light (LED) on the detector panel in the entrance hall.
 - Inform the occupants at the end of the drive and ask them to move parked vehicles out of the way of the fire engines.
 - As soon as possible inform the Chair of Trustees and/or the Treasurer
- Chair of Trustees: 01462 742783 / 07740 309286**
- Do not deactivate the alarm until the Fire Service arrives and is aware of the location of the fire.
 - Do not tackle the fire yourself – the fire extinguishers should only be used to clear the way to an exit.
 - Do not re-enter the premises until instructed to do so

 - The group leader should approach and brief the fire service on their arrival