

Hazelwood Memorial Hall

FIRE EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE OR HEAR THE ALARM

1. LEAVE THE BUILDING IMMEDIATELY

- Do not stop to collect belongings
- Use the nearest exit
- Follow the green escape route signs

2. DO NOT DELAY

- Do not attempt to fight the fire unless it is safe to do so
- Always prioritise evacuation

3. CHECK ALL AREAS (HIRERS/ORGANISERS)

- Ensure the hall, café room, kitchen, and lobby are clear
- Check toilets before leaving

4. GO TO THE ASSEMBLY POINT

- Main car park entrance (opposite the lobby)

5. STAY OUTSIDE

- Do not re-enter the building until it is declared safe

IMPORTANT INFORMATION

- Fire extinguishers are located in the kitchen, lobby, and main hall
- A fire blanket is available in the kitchen
- Smoke alarms provide the warning signal
- Emergency lighting will operate if power fails

**STAY CALM
LEAVE QUICKLY
HELP OTHERS IF NEEDED
DO NOT PUT YOURSELF at RISK!**