

# Hazelwood Memorial Hall - FIRE EVACUATION PROCEDURE

## 1. Primary Risk and Escape Routes

The kitchen presents the highest fire risk; therefore, immediate evacuation is the priority.

There are three clearly signposted escape routes. All exit doors are fitted with emergency lighting, which will operate for approximately 2.5 to 3 hours in the event of a power failure.

The external kitchen door is not a designated escape route but may be used by occupants in the kitchen if necessary.

## 2. Fire-Fighting Equipment

Fire extinguishers are located in the kitchen, entrance lobby, and main hall.

A fire blanket is provided in the kitchen for use on cooker-related fires.

**Do not attempt to use fire-fighting equipment if it would delay evacuation.**

## 3. Fire Detection

Smoke alarms are installed at ceiling level in the kitchen, entrance lobby, and main hall.

These provide the primary audible warning in the event of a fire.

## 4. Evacuation Procedure During Events

During events, evacuation should be led from the main hall, with the lobby, café room, and kitchen cleared as required.

The hirer/event organiser must ensure that all areas, including toilets, are checked before leaving the building.

## 5. Assembly Point

The designated assembly (muster) point is at the entrance to the main car park, opposite the lobby entrance.

## 6. Responsibility of Hirers/Event Organisers

All hirers and event organisers must ensure that attendees are made aware of this evacuation procedure before the event begins.

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**In any emergency: Stay calm and assist others where needed.**

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