

Ponsanooth Hall.

FIRE EVACUATION PROCEDURE

Ponsanooth Hall.

The Hall management ensure that regular checks and tests are carried out on all fire equipment.

It is YOUR responsibility as group organizer/leader to inform your members/staff/clients what to do in the event of a fire.

Each meeting you must point out the fire exits, call points and assembly points.

Please also note where the nearest fire extinguisher is and what type it is.

The assembly point is the lay-by at the entrance to the Hall.

If anyone in your group is unable to use the stairs or exits unaided, the group organiser must agree a Personal Emergency Evacuation Plan (PEEP) with them in advance, identifying who will assist them and by which route, and must inform the Ponsanooth Hall Health & Safety Representative of any such arrangement before the meeting begins.

A record or register must be kept with all the names of your group members. At each meeting please make a note of the people attending.

In the event of a fire you must evacuate by the nearest available emergency exit taking the register with you.

Do not attempt to tackle any fire unless you are confident that you can do so safely.

Close all doors as you leave the room.

Do not use the lift.

Call the fire brigade.

DO NOT ASSUME SOMEONE ELSE HAS DONE SO. THE FIRE BRIGADE WILL INFORM YOU IF THEY ARE ALREADY RESPONDING.

Do not re-enter the building for any reason until it has been deemed safe to do so.

As the group organiser you are responsible for your group at the assembly point until the most senior member of staff or the fire brigade confirms that your group are all accounted for.

Summary.

1. Inform group of procedure, fire exits, assembly point and any PEEP arrangements.
2. In event of fire, evacuate immediately and alert fire brigade and wait at assembly point.
3. Take the register.
4. Wait at assembly point for further instructions.
5. Do not re-enter the building for any reason until it has been deemed safe to do so.

Note:

CO2 extinguishers are to be used for electrical fires and flammable liquids.

FOAM extinguishers are to be used for fires involving flammable liquids, wood, paper or textiles.

Reviewed 8 September 2026, next review due September 2028.

Ponsanooth Hall Management Co. no. 07416195 Registered Charity no. 1142542