

## **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.

**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 safest 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 etc.**
- 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