



WHAT TO DO IN THE EVENT OF FIRE

1. WHAT TO DO IF A FIRE BREAKS OUT

- Get everyone out of the room where the fire is located and close the door
- Ensure everyone gets out of the building by raising the alarm

2. HOW TO RAISE THE ALARM

- Use the manual hand bell which is situated in the main lobby by the doors to the main hall
- You can also raise the alarm by shouting 'FIRE'

3. WHAT TO DO WHEN THE ALARM IS RAISED

- On hearing the alarm, occupants should make their way in an orderly fashion, via the safest route, to the main public car park by the surgery behind the village hall
- A roll call should then be taken by the group leader or organiser to ensure everyone is accounted for
- It should be noted that children and/or persons who are less able or with a disability may require help to leave the premises. A nominated person should assist in these circumstances.

4. HOW TO ENSURE EVERYONE IS OUT OF THE BUILDING

- For clubs and user groups a roll call should be taken to determine if anyone is unaccounted for.
- At large events, organisers should appoint a Fire Marshall(s), with the responsibility of leading people to the nearest and safest exit and ensuring all persons are accounted for.

5. WHAT TO DO NEXT

- Call 999 and ask for the Fire Service
- Give details: **Ash Village Hall, Queens Road, Ash, CT3 2BG**
- Inform the emergency services of any special circumstances (persons inside, gas, hazards etc.)
- **DO NOT** re-enter the building
- Await the attendance of the Fire Service

6. IF YOU ARE CUT OFF FROM ESCAPE ROUTES

- Try to remain calm and focused
- Close any doors you are safely able to – this will help slow the spread of fire
- Put towels or clothing at the base of doors to block smoke
- Open any available windows and call for help
- If you have a mobile phone use it to tell the fire service where you are
- If you cannot open the window break the glass in the bottom corner using a heavy object
- If there's smoke stay low with your nose close to the floor – the air will be cleaner nearer the floor