

ETON WICK & BOVENY VILLAGE HALL **FIRE EVACUATION PROCEDURE**

IF YOU DISCOVER A FIRE:

- Leave area immediately, closing the door behind you.
- Raise the alarm using the nearest break glass point found next to external doors and first floor landing.
- Leave the building by the nearest available exit and proceed to Assembly Point in the Car Park.
- Do not use the lift
- Do not stop for personal belongings
- Report location of the fire to Fire Warden (hirers nominated person)
- The Fire Brigade will be called automatically.

ON HEARING THE FIRE ALARM:

- Leave the building immediately by the nearest available exit and proceed to the Assembly Point in the Car Park
 - Ensure you assist any visually or audibly impaired persons to exit the building safely.
 - If any persons are unable to exit the first floor due to mobility issues, accompany them to the Refuge Area on the first floor landing and await rescue by the Fire Brigade.
- Ensure a member of your party advises the Fire Warden (hirers nominated person) of your location.
- Do not use the lift
 - Do not stop to collect personal belongings
 - Report to the Fire Warden at Assembly Point.
 - The Fire Brigade will be called automatically.
 - Do not re-enter the building until you are told it is safe to do so.