


FIRE ACTION PLAN

Actions to take in the event of a fire :

1. Discovery of a fire - if you discover a fire take the following action:

- Shout a verbal warning to others in the vicinity and immediately operate the nearest fire alarm point by breaking the glass on one of the Fire Break Units Points 
- Call the fire brigade (dial 999)
- Inform the person who has rented the Village Hall if possible
- Leave the building by the nearest available exit - do not stop to collect personal items
- Assemble with others well clear of the building at the assembly point under the instruction of the person who rented the hall or anyone else taking control. –
 - The Assembly Point is at the far end of the car park directly opposite the Village Hall – *do not obstruct Emergency Service Vehicles entering the site !*
- Do not re-enter the building while the alarms are sounding
- Remain at the assembly area until you receive further instructions from the fire control and assembly officer or Person who hired the hall.
- If possible call a member of ORAC or the booking secretary to inform them of the situation on **01379 678844**

2. On hearing the fire alarm

- Leave the building by the nearest available exit - do not stop to collect personal items
- Assemble with others well clear of the building at the assembly point under the instruction of the person who rented the hall or anyone else taking control.
 - The Assembly Point is at the far end of the car park directly opposite the Village Hall – *do not obstruct Emergency Service Vehicles entering the site !*
- Remain at the assembly area until you receive further instructions from the fire control and assembly officer or Person who hired the
- If possible call a member of ORAC or the booking secretary to inform them of the situation on **01379 678844**

Acceleration list to be :

As Intruder alarm list once agreed