

# North Hall – Fire Procedure

## The action to be taken in event of fire.

- Call the Fire Brigade (999) and evacuate. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the booking clerk.
- **Fire Muster point location in Spencer Street where the path down the side of the church meets the pavement.**
- The key to the front door is located in the foyer on the right hand side, next to the alarm box. If necessary please break the glass to retrieve the key.
- The back door (grey door) is opened by pushing down the bar.

## The Hirer acknowledges receipt of instruction in the following matters:

- The action to be taken in the event of fire (as above).
- The location of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Importance of keeping areas clear from obstruction.

'I have read and understood the Fire Procedure at North Hall and will adhere to my responsibilities as detailed. I acknowledge that I am the person responsible for those attending my class/event during the time of my hire of the hall.'

Signed.....

Name.....

Date.....

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## Staff Use

Signed.....

Name.....

Date.....