

# FIRE PLAN

This is a fire plan set out for you to read stating what to do in the event of a fire. This also needs to be signed and returned to the person dealing with the bookings stating that you understand the plan and will abide by what is stated. It is your responsibility to ensure anyone attending your function is aware of the procedure in the event of a fire.

## **IF YOU DISCOVER A FIRE**

If you are the person who discovers the fire then you need to do the following:

If the fire is not very big then you need to decide if you want to tackle it (make sure that there is no risk to yourself). If you decide to do so then use the fire extinguisher that is closest to you and follow the instructions on the side. Please note that a water extinguisher must not be used in the kitchen, the correct one is in there. If you decide not to tackle the fire or it does not go out, or calm down then you need to raise the alarm and evacuate the building.

## **RAISING THE ALARM**

If you are going to raise the alarm then you need to do the following:

Find the closest break point glass and bang it. The alarm will then go off and you need to leave the building as quickly and safely as possible out of the closest fire exit and make your way to the assembly point. The assembly point is the basketball court at the back of the building.

## **IF YOU HEAR THE FIRE ALARM**

On hearing the fire alarm you need to do the following:

If you hear the alarm then you need to safely make your way out of the building through the closest fire exits that are situated in the Patrick Little Hall, foyer area and Dixon Suite and make your way to the assembly point.

## **ONCE THE BUILDING IS EMPTY**

Once the building is empty you need to do the following:

You need to contact the fire service and also the Old Mill Hall Manager (Angie Johnson). Please ensure that someone in your party has access to a mobile phone. You also need to make sure that everyone is out of the building. Do not attempt to go back in at any time just wait for the fire service to come and put out the fire.

.....

I/We agree to follow the fire plan and health and safety policy as set out whilst hiring a room at Old Mill Hall.

Signed.....Date.....