

ST. MARY'S BAY VILLAGE HALL FIRE DRILL AND EVACUATION PROCEDURE

The person in charge of any club or persons using the hall must indicate where the fire exits are and where the fire assembly point is before any function begins.

At the first sign of a FIRE the alarm must be activated.

Whoever is in charge of a club, or persons using the hall must direct those people to the nearest fire exit, and as far away as possible from the point of the fire and then direct them to the fire assembly point. Any coats or personal belongings should be left, except if needed by any infirm person or wheelchair user.

Whoever is responsible should check toilets and any storerooms or cupboards to be certain that there is nobody remaining before leaving the building.

Nobody should attempt to re-enter the building, unless told to do so by the fire brigade or until it is safe to re-enter.

A sign at the furthest point away from the hall indicates the fire assembly point.

At a regular date and time a fire drill should be staged if practicable, with clubs who use the hall, so as to familiarise them with the procedure.

Wheelchair users to be positioned near the fire exits for the own safety.

Whoever is responsible, either a leader or committee member to take the club register out and check names.

Vehicles to remain where they are parked, and not moved unless instructed to do so by the fire officer or committee member, unless it is obstructing the fire service.

JULY 2012/GA