



## Fire Action and Evacuation Plan



Raise the alarm by using the emergency air horn located in the Kitchen and in the rear storeroom. One or two short blasts will do

**Ensure all your party keeps calm**



Leave the building by the nearest exit make your way outside. Ensure all windows and doors are closed after the last person has left.

**Ensure less mobile people have the assistance they require to evacuate to the meeting points**



Go to the evacuation meeting points located (with the following sign) in the rear playing field or at the front of the hall near the lamp post. Ensure everyone in your party is accounted for so that you can inform the fire service of trapped or missing people.

**Do not congregate in the car park as this will cause access problems for the emergency services.**

**Do not return to your car or leave the village hall grounds**



The **Hirer** must call the emergency services on a mobile or public phone located in the layby about 200 yards from the hall. Dial 999 and follow the instructions giving the address as

Barnston Village Hall, Chelmsford Road, Essex CM6 1LR

**Do not hang up until the operator has confirmed the address to you**



Ensure the Booking Clerk and or Hall Secretary are informed as soon as possible.

Booking Clerk 07834 751044

Secretary 07834 751045



**On no account must you tackle the fire until the safety of your party is confirmed.**

**Do not return to collect belongings.**

**Do not re-enter the premises until instructed to do so.**

**Do not leave the village hall ground until everyone is accounted for.**