

Emergency Fire Evacuation Procedure

GISLAND VILLAGE HALL

On discovering a fire to RAISE THE ALARM shout as loudly as you can

FIRE FIRE

If you hear someone shouting fire or the smoke detector alarms sound, you should leave all possessions and exit by the nearest external door.

Exit doors are at the front and back of the downstairs hall and at the side of the building, at the bottom of the stairs for the upper hall.

Stay calm and do not push or shove.

If you are responsible for a group, you may give people clear directions and ensure everyone is out but only if it is safe to do so, do not loiter.

Never go back into the building for any one.

Try to close all internal doors behind you to stop the spread of fire. Close external doors when outside.

Special attention and support should be given to children and anyone with an impairment or disability, but only where it is safe to do so.

If a person cannot be evacuated, where possible leave them near an exit and advise the fire brigade on arrival.

If you are trapped in the building especially upstairs or in the toilets, ensure the doors are closed and wait for assistance.

The fire assembly point is opposite the front entrance of the hall over the road by the bus shelter.

Once you are safely outside, make sure someone has called 999. There is a phone box by the bridge.

Fire Extinguishers are available around the building but should only be used on small fires if it is safe to do so.

In the event of a fire being extinguished please call the fire brigade to report the incident as they will come to assess the situation and ensure everyone's safety.