



FIRE PROCEDURE

- 1. If you discover a fire raise the alarm and leave the building by the nearest FIRE EXIT.**
- 2. Do not fight the fire, leave directly you can raise the ALARM.**
- 3. Once you are outside the building make you way to a safe location on 'The Street' away from the main building.**
- 4. If you or someone with you has a mobile phone call 999 and ask for the fire service. There is a phone box located opposite the White Hart Pub.**
- 5. Stay there until the fire services arrive and inform you what to do.**
- 6. DO NOT RE-ENTER THE BUILDING UNTIL A FIRE OFFICER INFORMS YOU THAT IT SAFE TO DO SO.**

EVACUATION PROCEDURE

- 1. If you hear the 'FIRE ALARM' stop what you are doing and leave the building by the nearest FIRE EXIT.**
- 2. Once you are outside the building make you way to a safe location on 'The Street' away from the main building and call 07775 732744 or 07770 866579 and inform them of the incident. There is a phone box located opposite the White Hart Pub.**
- 3. Stay there until a member of the management committee or as appropriate informs you that it is SAFE to re-enter the building.**

ALWAYS PUT YOU OWN SAFETY AND THE SAFETY OF OTHERS FIRST.

Approved: _____ 21st March 19.