

## RAMPTON VILLAGE HALL FIRE AND EVACUATION INSTRUCTIONS

# FIRE NOTICE



Organisers/Supervisors of functions are the persons who shall assume the responsibilities as detailed below and are referred to as **the responsible person**

### IN CASE OF FIRE DO NOT PANIC

1. Advise the **Responsible Person** of the location and nature of the fire.

### 2. The Responsible Person Will:-

a) Decide whether to tackle the fire with the available appliances.

b) If necessary shout **fire** and instruct all occupants of the village hall to evacuate the building in an orderly fashion and to congregate at the designated assembly point in the car park. Give the necessary instructions to ensure that only the exit doors which are safe to use are utilised for exiting the building.

c) Arrange for a head count to ensure that everyone is clear of the building.

d) If considered necessary contact the **Fire Service by Ringing 999**. Nearest public telephone is situated at the village shop frontage on Retford Road. Arrange for the fire service to be met and advised that a fire engine will not be able to drive through the stone archway to access the village hall.

Exit the village hall building to car park assembly point as directed by red arrows.

