

FIRE DRILL

In the event of fire or smoke being detected in the Little Easton Memorial Hall the following actions should be taken:-

- 1. A verbal warning of “*FIRE*” should be shouted 3 times and repeated at intervals.**
- 2. All occupants of the building must evacuate the Hall immediately via either of the two emergency exits. Do not collect belongings.**
- 3. On leaving the building, all evacuees should assemble at the far side of the Memorial Hall car-park.**
- 4. The Responsible Person should contact the Fire Brigade by dialling 999 and give the operator the address:
Little Easton Memorial Hall, Manor Road, Little Easton, Nr Gt Dunmow, CM6 2JR**
- 5. Take a head count and ensure that everyone has left the building.**
- 6. Do not attempt to re-enter the Hall until advised to do so by the Fire Officer in Charge.**

N.B. It is the responsibility of the person hiring the Hall to ensure that the fire drill is carried out satisfactorily in case of emergency.

EMERGENCY INSTRUCTIONS

Emergency exits are located in the main hall indicated by green illuminated signs above the push-bar door leading to the car park and the entrance lobby door.

Fire extinguishers are located to the right-hand side of the entrance doors, to the right-hand side of the kitchen doors and in the kitchen by the door. There is also a fire blanket on the wall near the kitchen store room.

A first-aid box is located on the counter top in the kitchen.

Any incidents or accidents must be recorded in the accident log book and reported to Jenny Green, Bookings Officer.