

EMERGENCY FIRE PROCEDURE

1. Set off the nearest fire alarm situated as follows
 - Main entrance - A
 - Back of hall - B
 - Kitchen - C
2. Leave the building by the nearest available exit
 - Main entrance - A
 - Back of hall - B
 - Kitchen - C
3. Ring fire brigade on 999
4. Report to the assembly point on the Village Green opposite hall
5. Take a roll call to ensure everyone is out of the hall
6. Do not return to the building unless authorised to do so

