

PAULTON VILLAGE HALL & MEETING ROOM

FIRE PROCEDURE

**Any person discovering a fire should:**

* Warn all other occupants of the building.
* Extinguish the fire if possible with the on-site appliances but only if

you have received training in the use of portable fire extinguishers.

* If unable to contain the fire, leave the building by the nearest fire exit and report to the Assembly Point

**On being made aware of a fire all persons must:**

* Leave the building immediately by the most direct safe route following the green Fire Exit signs.
* If necessary, give assistance to disabled/injured persons.
* Report to the designated Assembly Point
* Do not stop to collect personal belongings.
* Do not re-enter the building for any reason until advised it is safe to

do so.

**Duties of Responsible Person:**

* Call the Fire Brigade or delegate another person to do so, on 999.
* State the location and nature of the fire, and the area affected.
* Ensure that all persons are accounted for at the Assembly Point
* Meet and give assistance to the Emergency Services as appropriate.
* Notify all persons when it is safe to return to the building

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**ASSEMBLY POINT IS**

**THE TENNIS COURT**