

FIRE SAFETY

EVENT ORGANISER RESPONSIBILITIES FOR FIRE SAFETY

- The event organiser must make themselves aware of the action required in the event of fire in the hall. See the Fire Action notice inside the main hall next to the double entry doors.
- At the start of the event the organiser must make people attending their event aware of the alarms and the evacuation procedure.
- Anyone attending the event becoming aware of fire must raise the alarm using the alarm system and shouting FIRE! FIRE!
- The organiser is responsible for calling the fire service via 999.
- All people attending the event must evacuate the building immediately by the nearest safe fire exit and proceed to the Assembly Point. People should not stop to take personal belongings.
- The Assembly Point is in the car park, next to the seats near the bottle banks, indicated by an assembly point sign. The event organiser should make themselves familiar with this location.
- The organiser must ensure that all people attending the event have left the building – includes checking toilets and kitchen.
- On arrival, the fire service will take charge of the incident.
- On no account must anyone re-enter the building. The fire service will advise when it is safe to do so.
- Fire extinguishers are provided in the hall but the overriding priority is the safe evacuation of the hall. Do not attempt to tackle the fire unless it is safe to do so.