

FIRE EVACUATION PROCEDURE

In the event of a fire or some other emergency: **Take Command!**

- **Give loud and clear instructions;**
- **Tell everybody to:**
 - **Immediately evacuate the building** using the **nearest available exit in an orderly manner**. Give assistance to Hall users with visual or hearing difficulties and wheelchair users as necessary; and
 - **Gather at the 'Assembly Point'** i.e. the lower end of the hall car park
- **Start the Hall Fire Alarm** by activating one of the **break glass points located at any of the exit routes, activate by lifting cover and pressing the "glass"**.
- **Do not attempt to tackle a fire unless trained and confident to do so.**
- **Dial 999 and ask for THE FIRE BRIGADE**
- **Give this address:**
 - PARKGATE & NESTON COMMUNITY HALL**
 - Moorside Lane**
 - Neston**
 - CH64 6UZ**

What3 words: POSITIONS-SOUNDS-ROAMING

- **Check all Hall rooms & storage areas that is safe to ensure everyone has left the building**
- **Fire extinguishers should be used to clear a safe passage to a Fire Exit**
- **Once outside, at the Assembly Point, check everyone is accounted for**
- **Check that the immediate area adjacent to the Hall is clear for the emergency services**
- **Do not allow anyone to enter the Hall until a Fire Officer tells you it is safe to do so**
- **Contact a member of The Community Hall Team on one of the numbers below:-**

Church Secretary:	Ann Clowes	07940 580383
Fire Safety Officer:	Paul Lyon	07717 228328
Deputy Fire Officer:	Brian Jones	07734 174385
Bld. Maint.:	David Vale	07770 930540