

**ROCK VILLAGE HALL  
IMPORTANT INSTRUCTIONS TO THE HIRER**

Action in the Event of a Fire

In the terms and conditions of hiring the hall the responsible person in charge of any event is required to make themselves familiar with the layout of the building and this procedure.

**Procedure**

- 1) If you discover a fire, sound the alarm by activating the nearest break glass. A break glass point will be found on all exit routes.
- 2) Return to the area of the fire and move any persons from immediate danger.
- 3) Go to the fire alarm control panel in the main entrance.
- 4) The responsible person should take control of the situation.
  - examine the alarm panel to identify the area of the fire
  - **DO NOT CANCEL BELLS**
  - Send one person to call\* the fire brigade and then wait for the Fire Brigade in the car park to brief them on the situation and give directions.
  - One person to then remain at control panel to co-ordinate information.
- 5) The responsible persons should continue to move all persons away from the fire area to the assembly point. (car park) All persons must be accounted for.
- 6) The fire brigade will take control when they arrive.

*\*As not all mobile phones can receive a signal in Rock a telephone is located in the small meeting room for emergency use.*