

# **Evacuation Procedure for the Watton-at-Stone Community Hall**

The person hiring the building (or part thereof) must make themselves aware of the following basic evacuation procedure and their role in it.

He/she must also ensure that all of the people present during the period of hire are aware of what they must do if the building needs to be evacuated for any reason.

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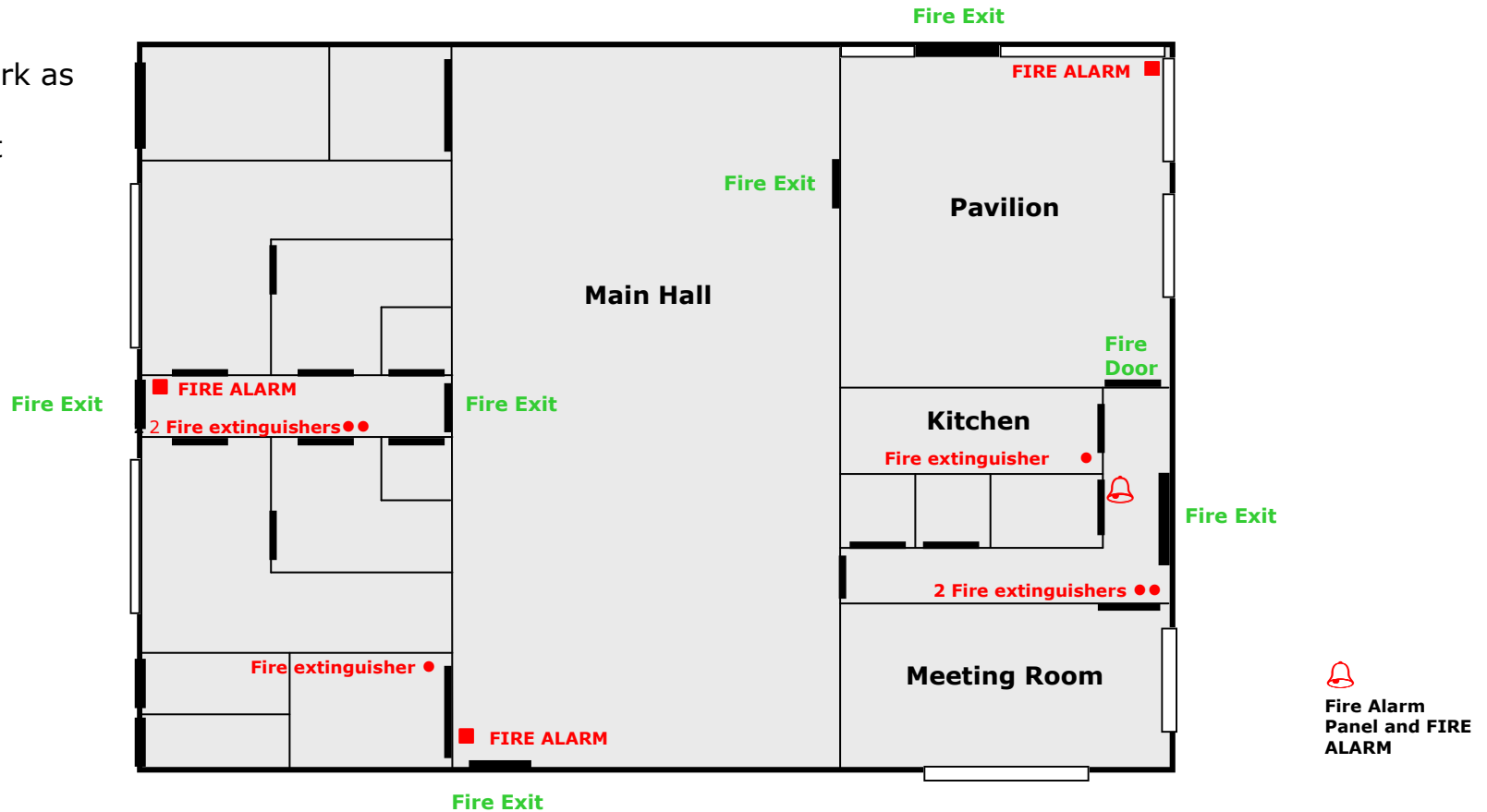
1. On discovering an emergency situation (e.g. a fire, gas leak, etc.) the person hiring the building should stay calm and inform all of those persons present of the situation and what they must do next.
2. He/she must instruct all persons present to leave the building as quickly as possible via the appropriate Fire Exit and find their way to the safe-evacuation-point in the car park.
3. He/she must then ensure that the appropriate emergency service(s) has/have been called\* and check/confirm that no person(s) is/are left in the building.
4. When the emergency service(s) arrive, he/she should advise them of the current situation (e.g. location of the fire, the location and number of anyone trapped in the building, the building is empty).
5. No one must enter the building until permission to do so has been given by an appropriate member of the emergency service(s).

Please notify the Parish Council Clerk or any of the Parish Councillors of the incident.

Note \* A public telephone box is located nearby in the High Street at its junction with School Lane

# Location of Fire Alarms, Extinguishers and Exits in the Community Hall

Use this Car park as the Emergency Assembly-Point



**SMOKING IS NOT PERMITTED IN ANY PART OF THE COMMUNITY HALL**