

# **WOODBOROUGH VILLAGE HALL    Emergency Evacuation and Fire Procedures**

Woodborough Parish Council endeavours to do all that is reasonably practical to ensure that the facilities it provides are clean, safe and user-friendly. However, we believe that whilst we hold the main responsibility for H&S, the safety of all users also relies on the general common sense of the individual. We cannot be here all the time and therefore ask that Hirers and Users follow these procedures in the event of an emergency evacuation, fire or fire drill:

**Sound the alarm at one of the break-glass fire alarm points  
(one near the double doors into main hall and one near the fire exit doors in the main hall)**

**Exit the building through the lobby's main entrance doors or the signed fire exit doors in the main hall, kitchen and both storerooms**

**Ensure that children, elderly and disabled persons are assisted**

**Go to the signed fire assembly point at the end of the carpark past the tennis courts at the rear of the building**

**If you are trapped in a room with no fire exit door (the meeting room or the toilets), keep the fire resistant door closed and wait to be told that it is safe to exit**

**Do not re-enter the building.**

**Telephone for the fire brigade (999 or 112) stating your location - Woodborough Village Hall NG14 6DX**

**H2O fire extinguishers are located in the lobby, main hall and both storerooms**

**CO2 fire extinguishers are located in the lobby, kitchen, main hall and bar**