

# **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 manual fire alarm call points (near the exit doors), if the alarm has not already been triggered automatically by one of the sensors.**

**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.**

**The fire alarm system will have automatically alerted the EMCS Monitoring Centre. Call them on 0844 8099980 to confirm that there is a fire, giving the password 'WOODBOROUGH'. They will call the Fire Brigade. Your location is Woodborough Village Hall at 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**