

# Toller Porcorum Village Hall Fire Emergency Plan

In the event of detecting a fire or hearing the fire alarm:

- Establish location and alert others by shouting fire!
- Activate a fire alarm located:
  - Adjacent to north emergency exit (main hall).
  - Inside main door (by kitchen).
  - Adjacent to outer door in committee room.
- Attempt to extinguish fire (unless out of control) – extinguishers located:
  - Adjacent to north emergency exit (main hall).
  - Inside main door (by kitchen).
  - Adjacent to main hatch (kitchen).
- Direct persons to an emergency exit giving assistance to children or disabled:
  - North and east corners main hall.
  - Main door (by kitchen).
  - Outer door (committee room).
- Where possible close internal fire-resistant doors/shutters.
- Alert Fire and Rescue Service via 999 (nearest public telephone at end of hall approach path). They shall be called to any outbreak of fire, however small.
- Encourage those evacuating building to gather in car park well away from hall.
- The incident must be notified to the Booking Clerk (email [bookings@tollervillagehall.co.uk](mailto:bookings@tollervillagehall.co.uk) or telephone 01300 320182).

January 2019

Slightly modified from earlier version.