

# EMERGENCY

## FIRE SAFETY PROCEDURE

### If you discover a fire

- Immediately let everyone in the building know by repeatedly shouting 'Fire'

### On hearing the call 'Fire'

- The responsible person or in their absence anyone should call the Fire Service. The number is 999. Give the address as Emery Down & Bank Village Hall, Mill Lane, Emery Down **SO43 7EB**
- Close all internal doors if safe to do so
- Leave the building from any of the available fire exits and make your way to the assembly point at the front of the building close to Mill Lane where a roll call should be taken
- The responsible person will take charge of the evacuation to ensure that no one is left in the building
- The responsible person will liaise with the attending fire officer

**USE THE NEAREST EXIT  
DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT RE-ENTER THE BUILDING UNLESS AUTHORISED BY THE FIRE  
OFFICER OR PERSON IN CHARGE**

### When dealing with fire

If a person's clothing is on fire, wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head

If electrical appliances are involved, switch off the current before dealing with the fire

**Please read this notice carefully and ensure that you are familiar with the fire procedure, the location of all fire extinguishers and all exit routes**

**Ensure that all exit routes are clear from obstruction at all times**