

FIRE PLAN

This is a fire plan set out for you to read stating what to do in the event of a fire. This also needs to be signed and returned to the person dealing with the bookings stating that you understand the plan and will abide by what is stated. It is your responsibility to ensure anyone attending your function is aware of the procedure in the event of a fire.

IF YOU DISCOVER A FIRE

You need to do the following:

Raise the alarm by activating the nearest fire alarm point and evacuate the building as quickly and as safely as possible by using the nearest fire exit and make your way to the assembly point. The assembly point is the right hand side of the car park next to the road.. Once outside call the fire brigade by mobile phone. The address is: King Alfred Scout Headquarters, Springfield Road, Wantage, Oxon, OX12 8ES. While you are waiting for the fire brigade make sure that everybody is accounted for, if anyone is missing DO NOT enter the building to look for but inform the fire brigade as soon as they arrive that someone is missing. Do not attempt to go back in at any time just wait for the fire service to come and put out the fire.

IF YOU HEAR THE FIRE ALARM

If fire alarm sounds you exit the building quickly and safely by the nearest fire exit and make your way to the assembly point.

ONCE THE BUILDING IS EMPTY

Once the building is empty, the person in charge of the event should approach the building and check if there any signs of a fire, smoke or smell of burning, if there are signs of fire then call the fire brigade. If all seems OK do not call the brigade but silence the alarm on the panel inside the front door (you will be shown how to do this before your event). Now call the caretaker (John Durban) on 07711009086. You can now gather inside the main hall by the big doors until the caretaker arrives, do not venture to other areas of the building.

Please ensure that someone in your party has access to a mobile phone.

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I/We agree to follow the fire plan and health and safety policy as set out whilst hiring the Hall

Signed.....Date.....