

## **Fire Awareness and Evacuation Statement for Brent Knoll Parish Hall.**

### Rules on using the Hall:

1. Any fire retardant door should be kept in the closed position at all times. They may only be hooked open to allow access for setting up equipment and must immediately be closed after that access has been gained. In particular we refer to the swing doors into the main hall from the foyer and likewise the doors from the foyer into the Nuttall room.
2. Ensure that the route to all of the fire exits is kept clear at all times.

### If the Fire Alarm Rings:

1. Ensure the 2 Shutters to the Kitchen Hatches are closed.
2. Evacuate the Hall via the Fire exits and assemble on The Village Green Car Park.
3. Check that everyone is out of the building. A note should be made of all those attending, so that a count can be made in an emergency.
4. Do not put your life at risk evacuating inanimate objects from the building.
5. The Hirer of the Hall is responsible for calling 999 and contacting a member of the Parish Hall Committee. Committee members numbers are on the notice board on the exterior of the building
6. If it is a false alarm, the code to stop the alarm is on the notice board opposite to it.