

STEDHAM MEMORIAL HALL TRUST
Registered Charity 305427

FIRE PROCEDURE

Stedham Memorial Hall is fitted with smoke and heat detectors connected to an audible alarm.

The two Fire Exits are the front door and the door clearly marked FIRE EXIT at the rear.

The two Fire Exits must be kept clear of obstruction at all times.

Fire extinguishers are situated by the front door and by rear Fire Exit. There is a fire blanket in the kitchen.

If you discover a fire, immediately activate one of the two red alarm boxes that are situated in the corridor opposite the disabled toilet and next to rear Fire Exit.

In the case of a fire or the alarm sounding, ensure that everybody immediately leaves the Hall by the nearest exit. **CLOSE ALL DOORS.**

Call the fire brigade - dial 999. The address of the Hall is:

The Street, Stedham, Near Midhurst, GU29 0NL.

NB make sure somebody has a fully operational mobile phone.

When it is safe to do so call a representative of SHMT. **Emma Blumlein 01730 814636**

During the evacuation of the Hall a responsible person should physically check the premises' toilets, etc. to ensure that no one remains within the building.

Assemble on the village green, near the youth shelter and make sure everybody is present. Be ready to inform the fire brigade that everybody is safely out of the Hall or if somebody is missing.

THE FIRE MEN WILL HAVE TO ENTER THE BUILDING TO SEARCH FOR MISSING PEOPLE therefore ensure that nobody goes home without being logged as being safely out of the Hall.

Nobody is to re-enter the Hall under any circumstances until told it is safe to do so by the Fire Brigade.