

# SOUTHROP VILLAGE HALL

Southrop, Gloucestershire, GL7 3PB

REGISTERED CHARITY NO: 301617

## Fire Procedure

Before the start of any event the organiser of the event must make sure that their guests are aware of the Southrop Village Hall (SVH) floor plan, shown below, which shows the position of the emergency exits.

In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building using the nearest fire exits and assemble at the assembly point by the playground in the car park. The rear and back entrance doors are suitable for wheelchair use.

DIAL 999 AND ASK FOR THE FIRE SERVICE using your mobile phone or the phone box opposite the main entrance.

GIVE THE VILLAGE HALL ADDRESS:- **Southrop Village Hall, Southrop, GL7 3PB**

Attendants should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.

While waiting for the FIRE SERVICE, if possible, telephone a member of the SVH committee.

On the arrival of the Fire Service, the person in charge should make themselves known to the Officer in Charge. They should report that all persons are safe or should inform him/her of their last known position.

Attempts to extinguish the fire should only be made using the firefighting equipment provided in the hall and **ONLY** IF IT IS CONSIDERED SAFE TO DO SO.

