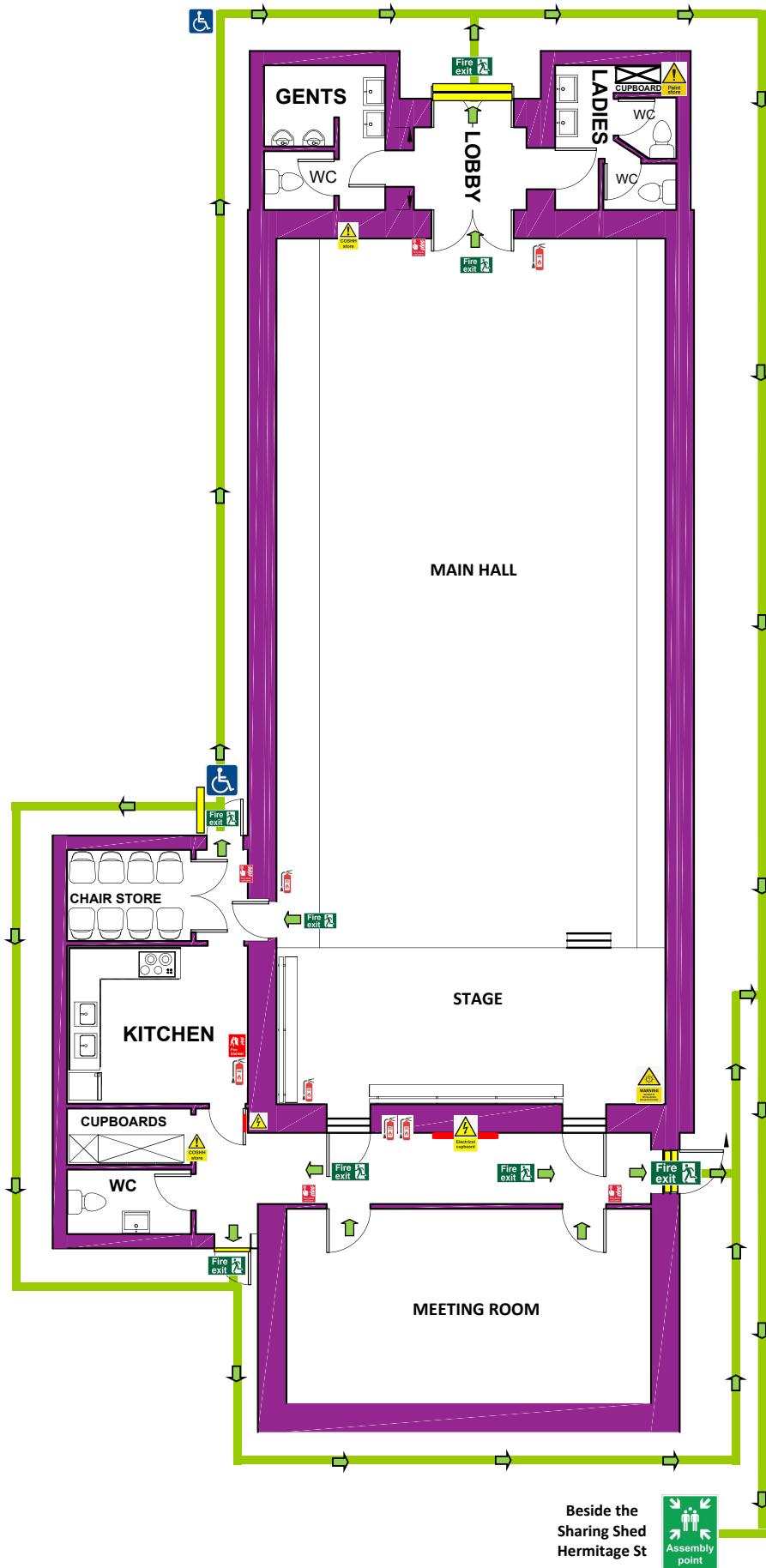


VICTORIA DIAMOND JUBILEE HALL

EMERGENCY FIRE SAFETY AND EVACUATION PROCEDURES



Victoria Diamond Jubilee Hall
Hermitage Street, Evanton
IV16 9YG

EMERGENCY ACTION PLAN

ASSEMBLY POINT: Sharing Shed

ACTION ON DISCOVERY OF FIRE

- Sound the alarm using the nearest fire alarm call point
- Leave the building by the nearest fire exit
- Report to the assembly point
- Call the fire service by mobile phone (after leaving the building) (Dial-999)
- Liaise with the fire service on their arrival
- Only attempt to tackle small fires if confident to do so.
- Do not re-enter the building, unless told to do so.
- Do not put yourself at risk

VISITORS

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

SAFEGUARD

The responsible person must ensure that ALL routes to FIRE EXITS from the premises are kept clear and FREE from obstruction during activities and events

RISKS TO FIRE FIGHTERS



IN THE EVENTS OF AN INCIDENT

please inform one of the hall contacts

Details below:

- Mandy McLemann: 07831 211597
- Michael MacLeod: 07725 688777



EVANTON
COMMUNITY TRUST

KEY:



Fire
Exit



Fire
Blanket



Fire
Extinguisher



First
Aid



Fire Call
Point



Assembly
Point



Refuse
Point

Thank you for your co-operation - Victoria Diamond Jubilee Hall - Hall Management Group