

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



Solar Inverter & Batteries



Hazardous Chemicals



Electrical Cupboard



Hazardous Chemicals

IN THE EVENTS OF AN INCIDENT

please inform one of the hall contacts

Details below:

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



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