

CHILMARK READING ROOM

Fire Emergency Evacuation Plan and the Fire Procedure

Hirer's Copy

If you are the hirer of the premises or the designated responsible person you must familiarise yourself with the following procedure:

If a fire is found or if there is smoke detected call a halt to all proceedings and tell everybody to leave via the designated fire exit route at the front of the building and assemble in the assembly area (by the village memorial cross).

REMEMBER – the front door opens on to the road; do not let children run out, keep people calm.

LEAVE EVERYTHING; do not let people stop to gather items, fire spreads quickly.

Get them away from the building.

Check that there is nobody in the toilets.

If there are disabled or infirm in the building ensure that they have assistance.

If you feel confident that the fire can be tackled and are competent to do so use the appropriate extinguisher, if not **DO NOT** waste time. **Call 999 and ask for the Fire Service.**

Give the address:
The Reading Room
Beckett's Lane
Chilmark
SP3 5BD

DO NOT STAY IN THE BUILDING.

IMPORTANT: READ THESE NOTES

There are three types of extinguisher on the premises:

- A water filled extinguisher for wood & paper fires.
- A powder extinguisher for electrical & gas fires

These are in the entrance hall.

- A fire blanket for pan fires is in the kitchen on the wall.

Please know their positions and Read the instructions for use **BEFORE** your hire begins.

The exit to the rear of the building is NOT a designated fire exit and does NOT lead to a place of safety.

The Assembly Area is to the left out of the building and to the Memorial cross/Bus stop.

Please sign and date this copy & return to Jenny Gavin, Reading Room Secretary:

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BEFORE your hire commences