



### HAMPSTHWAITE MEMORIAL HALL EMERGENCY FIRE PROCEDURE

- The 'Hirer' is deemed to be the 'Responsible Person' and **must:**
1. Raise the alarm and evacuate the premises.
  2. Assemble at the nearest muster point as shown.
  3. Check that everyone is present.
  4. Call the Fire Brigade and give the address as the Memorial Hall, Hollins Lane, Hampsthwaite, HG3 2EJ (nearest phone is at The Joiners or the phone box on the Green)
  5. Ensure the building has been evacuated, and that members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
  6. On the arrival of the Fire Brigade, report to the Officer in Charge that all persons are safely accounted for or inform them of anyone who is missing and their last known position.
  7. Attempts to extinguish the outbreak of fire using the fire extinguishers provided should be only carried out if it is considered to be safe. If any doubt get out of the building
  8. Contact the Booking Secretary or the Management Committee ASAP and report the event - **no matter how small the fire**