

FIRE & EMERGENCY

1. THE PERSON DISCOVERING A FIRE SHALL IMMEDIATELY GIVE THE ALARM BY SHOUTING “FIRE, FIRE, FIRE” AND ALL PERSONNEL MUST VACATE THE HALL IMMEDIATELY AND ASSEMBLE IN A SAFE AREA ON THE OPPOSITE SIDE OF THE ROAD WELL AWAY FROM THE BUILDING. YOU SHOULD NOT STOP TO COLLECT PERSONAL BELONGINGS.
2. TELEPHONE THE FIRE BRIGADE BY DAILING 999 AND ASK FOR THE FIRE BRIGADE.
3. THE EXACT LOCATION OF THE HALL IS SG8 5QN, 36 HIGH STREET, ORWELL. THE *WHAT THREE WORDS* LOCATION IS: ENJOYABLE.SLACK.TRAILING
4. IF THE FIRE IS MINOR AND YOU FEEL CONFIDENT AND IT’S SAFE TO DO SO, TACKLE THE FIRE WITH THE FIREFIGHTING EQUIPMENT AVAILABLE, **DO NOT ENDANGER YOUR OWN OR OTHERS’ SAFETY**
5. DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE GIVE THE ALL CLEAR.
6. WHEN PRACTICAL, CONTACT ONE OF THE FOLLOWING:
 - a. SECRETARY – 07462 348414
 - b. CHAIRMAN – 07770 902001