

ARDGAY PUBLIC HALL
Fire Evacuation Policy

When the fire alarm is sounded, the following procedure must be followed immediately

LOCATE THE NEAREST SAFE EXIT

**PROCEED QUICKLY & CALMLY TO THE EXIT
WITHOUT STOPPING TO PICK UP ANY PERSONAL ITEMS**

**LEAVE VIA THE EXIT AND GO QUICKLY & CALMLY
TO THE NEAREST ASSEMBLY POINT**

**DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED
TO DO SO BY THE FIRE BRIGADE**

1. FOR GROUPS IN CHARGE OF CHILDREN

The senior person in charge (SPIC) of any children will ask them to stand and assemble at the door.

- The SPIC will check that the fire is not located outside the door (by looking through the glass panel in the door) and check that the exit is not blocked by fire.
- The SPIC will lead any children quickly and calmly from the room without stopping to pick up any personal items.
- The SPIC will nominate a second person to count the children out of the room, and quickly check that no-one has been left behind. They will check the toilets/kitchen areas etc. for any children before vacating the building.
- The SPIC will lead all children to the assembly point and carry out another head count.
- The SPIC will report to the fire brigade on arrival

2. FOR GROUPS IN CHARGE OF ADULTS REQUIRING ASSISTANCE

The senior person in charge (SPIC) of any adults requiring assistance shall nominate other adults to safety escort those requiring assistance from the hall to the assembly point.

[illegible]

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If you discover a fire:

ACTIVATE THE NEAREST FIRE ALARM

CLOSE DOOR TO PREVENT FIRE SPREADING

**EVACUATE THE BUILDING QUICKLY & SAFELY
FOLLOWING THE EVACUATION PROCEDURE**

CALL THE FIRE BRIGADE ON 999

Ardgay Public Hall, Carron Place, Ardgay. IV24 3BQ

Policy agreed:Signed :

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Policy reviewed: Signed :

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