

MARKS TEY PARISH HALL
FIRE EVACUATION PROCEDURES



On discovering a fire, sound the alarm immediately.

Upon hearing the fire alarm you **must**: -

- **Vacate the building using the nearest fire exit.** You should go as quickly as possible to the Annexe building to the right of the main entrance to the building when exiting and wait by the Fire Assembly point.
- **Never stop to collect personal belongings.**
- **Do not run.**
- **Close doors behind you**
- You should **NEVER** re-enter the building until it is safe to do so and you have been given the `all clear`.
- The Group Leader should ensure that the Fire Brigade is called.
- The Group Leader is responsible for taking a roll call to ensure that everyone in their group has left the building.
- The Group Leader should ensure that someone is appointed to meet the emergency services when they arrive.
- Where there is more than one Group on the premises, leaders should liaise to ensure that the Fire Brigade has been called and there is someone delegated to meet them on arrival.
- If the Caretaker is not on the premises, call him on 07505 949645

REMEMBER

YOU MUST ALWAYS VACATE THE BUILDING

WHEN YOU HEAR THE FIRE ALARM