

CHICHESTER HALL

EMERGENCY PLAN

What to do in the event of fire:

1. How you will be warned - you will be warned by a shout of "fire".
2. What to do if you discover a fire - initiate a shout of "fire" and commence evacuation, undertaking a sweep of the building to ensure that all rooms are clear.
3. Evacuation - fire exits are shown on the key plan (with and without steps).
4. Fire fighting equipment - the key plan shows the location and type of all fire fighting equipment. Instructions for use are fixed next to the equipment.
5. Who to call and who does this - the Responsible Person should call 999 once everyone is evacuated and direct the fire service to: The Chichester Hall, Petworth Road, Witley. The post code is GU8 5PL and is displayed on the sign by the entrance to the car park.
6. Fire assembly point - the fire assembly point is on the recreation area to the south of the hall (NOT the hall car park).