

CHICHESTER HALL

EMERGENCY PLAN

All hirers of the Hall to read and make guests aware

In the event of FIRE:

1. You will be warned by a shout of "FIRE" from the person who discovers the fire – there is no fire alarm but there are smoke detectors in some areas of the hall
2. If you discover a fire - initiate a shout of "FIRE" and ask people to commence evacuation in an orderly manner by leaving through the nearest fire exit and proceeding to the assembly point on the south side of the hall near the bench under tree (see plan) – if it is safe to do so there is a fire bell in the main hall that can be rung
3. If it is safe to do so two people to undertake a sweep of the building together to ensure that all rooms are clear.
4. Evacuation – there are 5 fire exits from the main building ground floor. These are shown on the plan (with and without steps). There is an additional fire exit in the area below the stage exiting through the changing rooms for anyone in that space only.
5. 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. Do not attempt to fight the fire unless you feel confident and competent to do so.
6. The Responsible Person (Usually the Hirer) should call 999 as soon as possible ideally 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. The what3words location is **then.functions.assembles**

7. Fire assembly point - the fire assembly point is on the recreation area to the south of the hall (**NOT** the hall car park).
8. All renters should be aware of the number of people in the hall during the hire period and should match this number to those evacuated.

Updated and re-issued February 2023

To be displayed in Main Entrance, Kitchen and Swallow Room