

SOULDERN VILLAGE HALL

FIRE INSTRUCTIONS

In the event of a fire, carry out the following actions in the order shown:

1. You should raise the alarm by shouting 'FIRE' and keep shouting.
2. Immediately evacuate the building through the front entrance or the fire doors in the main hall.
3. People who are identified as being especially at risk / disabilities / children should be helped to evacuate.
4. Call the emergency services on 999 and ask for the Fire Brigade. The address is as follows:

Souldern Village Hall
Bovewell
Souldern
Oxfordshire
OX27 7BE

5. Gather all people attending your event in the car park and carry out a headcount to ensure all are accounted for. Prevent anyone from re-entering the building.
6. Contact a Village Hall committee member and inform them that there is a fire in the village hall. Contact details are:

Chairman – 07785 391591
Bookings - 07901 516109

7. Do not re-enter the building until given the all clear by a member of the attending Emergency Services or a member of the Village Hall committee.

**FIRE FIGHTING EQUIPMENT IS PROVIDED WITH EXTINGUISHERS
LOCATED BY THE DOUBLE SWING DOORS AND FIRE EXIT DOORS,
ALSO A FIRE BLANKET IN THE KITCHEN**