

# **LIGHTHORNE VILLAGE HALL AND ANNEXE EVACUATION PROCEDURES**

- **THE HIRER OR THE VILLAGE HALL IS THE DESIGNATED INDIVIDUAL FOR EVACUATION PROCEDURES FOR FIRE OR OTHER EMERGENCY. THEY MUST READ THIS NOTICE AND FAMILIARISE THEMSELVES AS TO WHERE THE FIRE EXTINGUISHERS AND FIRE EXITS ARE LOCATED.**
- **IF YOU SMELL OR SEE SMOKE, YOU MUST EVACUATE THE PREMISES IMMEDIATELY.**
- **ALL 5 FIRE EXITS ARE CLEARLY MARKED WITH GREEN SIGNS ABOVE THE DOORS. THE MAIN ENTRANCE IS A FIRE EXIT, AS IS THE EXIT OPPOSITE TO THE KITCHEN. THE ANNEXE ENTRANCE IS ALSO A FIRE EXIT AND CAN BE USED FOR THE HALL VIA THE FIRE DOORS NEXT TO THE KITCHEN. THE OTHER TWO FIRE EXITS ARE LOCATED EITHER SIDE AT THE BACK OF THE STAGE.**
- **YOU MUST LEAVE QUIETLY AND IN AN ORDERLY MANNER USING THE NEAREST FIRE EXIT. CHECK WHERE POSSIBLE, THAT ALL STORE ROOMS, TOILETS AND KITCHEN HAVE BEEN EVACUATED. WHEN EVERYONE HAS BEEN EVACUATED, CLOSE ALL THE DOORS.**
- **MAKE YOUR WAY TO THE VILLAGE GREEN, WHICH IS AROUND 100 YARDS FROM THE VILLAGE HALL.**
- **WHEN EVERYONE HAS LEFT THE PREMISES, RAISE THE ALARM BY CALLING THE FIRE BRIGADE ON 999. THE ADDRESS IS: LIGHTHORNE, WARWICKSHIRE, CV35 0BA**
- **DO NOT REENTER THE BUILDING UNTIL THE FIRE BRIGADE HAVE GIVEN THE ALL CLEAR.**