



# Harriston Village Hall CIO

## Fire Evacuation Procedures

Register to be kept to show all people coming on to the premises and all people leaving the premises.

If a fire is discovered:

### The Co-ordinator will...

- call the Fire Brigade; **999** ( by mobile phone)  
speaking clearly that the fire is in  
**Harriston Village Hall, Harriston Village, Aspatria CA7 2ED.**
- instruct individual staff to clear specific areas;
- collect the register;
- make a final check of building before leaving;

### Staff will...

- direct people to the nearest safe exit;
- walk people to the **Assembly Point on the Village Green in the middle of the village** as quickly as possible making sure nobody is left behind;
- ask people if anyone is missing.

### The Co-ordinator will then...

- take the register
- report and liase with Fire Officer.

### **Nobody re-enters without the Fire Officers authority**

If we can re-enter the building, people must be checked back in using register.

If we cannot re-enter the building ensure people have a means of getting home safely.