

# **IN THE EVENT OF A FIRE**

## **1. LEAVE THE BUILDING**

The hirer of the hall, or the event organiser, will instruct all persons to leave the building using the nearest available exits. All belongings must be left behind.

The fire exits are marked on the attached building plan.

### **The assembly point is:**

End of the car park adjacent to the main gate at the entrance (marked red on the attached googlemap).

## **2. CALL THE FIRE BRIGADE**

**DIAL 999 AND GIVE THE ADDRESS:-**

**Ploughman Hall West Fen Road Willingham CB24  
5LP**

**WhatThreeWords: fidgeted.diamond.shiver**

The hirer should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.

On the arrival of the Fire Brigade the hirer should report to the Officer in Charge whether all persons are safe, informing them of the last known position of any missing persons.

Attempts to extinguish outbreaks should only be carried out using the fire appliances provided if it is considered safe to do so.

The locations of fire appliances are shown on the attached building plan.

**The hirer must ensure they are familiar with this information  
prior to your booking.**

All users must familiarise themselves with the plan of the hall below indicating the location of fire exits and extinguishers. (Please note: The drawing is not to scale) The Parish Council recommend that users also familiarise themselves with the actual fire exits and extinguishers prior to any booking. If you require any further information or would like to visit the hall prior to use please contact the Parish Council Office on 01954 261027.



