

# FIRE NOTICE

For the purposes of this notice, the Supervisor of the function (or Senior Supervisor if there is more than one) is the responsible person and hereinafter is referred to as 'the Responsible Person'.

## In case of fire:

- 1 **DO NOT PANIC**
- 2 Advise the Responsible Person of the location and nature of the fire.
- 3 In the event of the presence of an audience do not mention fire or alarm the public until necessary.
- 4 If you have to leave the area of the fire in order to carry out 2, ensure that other people are aware and told to stay clear of the area.
- 5 The Responsible Person will:
  - a) Decide whether to tackle the fire with the available appliances
  - b) Give instructions and directions if necessary for someone to contact the Fire Brigade (there is a telephone within the Hall at the Car Park end of the Main Corridor. Only consider using the Telephone in the Main Corridor if the fire is located within the Main Hall. If asked, the Post Code of the Hall is **SN6 6NT** for the Car Park end and **SN6 6NX** for the High Road end – it may be best to give both.
  - c) If necessary, advise people to evacuate the Hall complex in an orderly fashion. If the Hall is being used for Public Entertainment, the house lighting should be raised, the public addressed and all Exit doors opened. The below plan shows the location of emergency exit doors.

**Assembly Points are at the Car Park End nearest the road and at the High Road End on the opposite side of the road where the Old Father Thames sculpture is on the opposite bank of the river.**

**On no account should people re-enter the building until advised**

