

# Braunston and Brooke Village Hall

## Accident and Emergency Procedures

All users of this hall should familiarise themselves with the layout of the premises with particular emphasis on the location of:

- Escape Routes
- Firefighting equipment
- First Aid equipment

In the event of an accident the First Aid Box, Eyewash Box and accident reporting forms are in the kitchen. An accident form must be completed and passed to any member of the committee.

The responsible person nominated for fire safety should:

- Know how to operate the emergency doors
- Emphasise the importance of keeping the fire doors closed
- Ensure that access to all fire exits remain clear of obstacles.

In the event of a fire the responsible person nominated for fire safety should ensure that:

- The alarm is raised in a suitable fashion
- Members of the public and visitors evacuate the premises
- Arrangement is made for the evacuation of unaccompanied children and people with mobility impairment.

## IN CASE OF FIRE

- Clear building through prescribed exits and collect at the assembly point outside the garden gate.
- Call Fire Brigade.

There is no public telephone box in the village.

The plan provides a general layout showing evacuation routes and existing fire precautions.

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