

WREN HALL

School Lane, Wroxall, Warwickshire CV35 7NF

REGISTERED CHARITY NO: 522936

Fire Procedure

Before the start of any event the organiser of the event must make sure their guests are aware of the Wren Hall Floor Plan, shown below, which shows the position of emergency exits.

In the event of fire or the activation of the fire alarm, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest fire exits and assemble at the activity area in the corner of the field. All fire doors are suitable for wheelchair use.

CALL THE FIRE BRIGADE using your mobile phone. DIAL 999. Or ask to use a telephone in one of the houses in School lane opposite.

GIVE THE VILLAGE HALL ADDRESS:- **Wren hall, School Lane, Wroxall, Warwickshire CV35 7NF**

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

While waiting for the Fire Brigade, if possible, telephone one of the Committee or any other member known to you.

On arrival of the Fire Brigade, the person in charge of the hall should make themselves known to the Officer in Charge. They should pass on detail that all persons are safe or should inform him/her of their last known position.

Attendants should only attempt to extinguish the outbreak using the fire appliances provided but only if it is considered safe to do so.

