FIRE EVACUTION PLAN

Information for Hirers/users of Ceddesfeld Hall

This evacuation guidance must be read, understood and complied with, by the Hirer/Nominated Person for each booking

Raising the alarm If you discover a fire, immediately raise the alarm by operating the nearest 'Break Glass' call point, or, if the fire alarm sounds automatically, **dial 999** and ask for the Fire Brigade using either the mains telephone located under the main stairs on the ground floor, or a mobile phone. Tell them your location is: **Ceddesfeld Hall, Rectory Row, Sedgefield, Stockton on Tees. TS21 2AE**
Putting out a Fire If the fire is a small, localised fire and you feel confident to do so without putting your safety at risk, attempt to tackle the fire using the correct fire extinguisher or the fire blanket in the kitchen. Remember always protect people before property.
Evacuating the building All occupants should leave the building as quickly and calmly as possible, using the nearest safe, signed fire escape route; closing doors and windows as you go (if safe to do so), which may help slow the spread of the fire. People should not stop to collect personal belongings.
Remember do not use the lift in cases of fire
Personal Emergency Evacuation Plans (PEEP's) Hirers/Nominated Persons should identify any users who have a disability which may inhibit their ability to exit the building safely, on their own. In such cases arrangements should be made for them to be assisted by other persons where possible. Regular Sections using the Hall should identify such members in advance and nominate people to assist in advance. Note: there is a disabled refuge area on the first floor, outside the lift.
Fire Assembly Point The Fire Assembly Point is located and signed in the car park near the compound. Hirers/Nominated Persons should know who is present and ensure all attendees are accounted for.
Arrival of the Fire Brigade Upon arrival of the Fire Brigade, Hirers/Nominated Persons should liaise with the Fire Officer, confirming whether everyone has been safely evacuated from the building and should only re-enter the building ,when advised to do so.