

QUANTON MEMORIAL HALL

ACTION IN THE EVENT OF A FIRE

In the event of the fire alarm sounding, immediately leave the building following the GREEN emergency escape exit signs AND CALL THE FIRE BRIGADE

Upon leaving the building, everyone should gather in the car park at the front of the building where it should be ascertained that the building has been completely evacuated.

THE RESPONSIBLE PERSON FOR THE BOOKING SHOULD ALSO IMMEDIATELY CALL SOMEONE FROM THE HALL EMERGENCY NUMBERS, LISTED ON FRONT WINDOW OF THE HALL, TO REQUEST IMMEDIATE ATTENDANCE .

Even if the alarm is believed to be a false alarm, the above procedure must be followed as if it were a genuine fire situation.

Information for Hall Trustee:

- **Only when it is confirmed that the event was due to a false alarm, a designated person (Hall Trustee) should get the key for the fire alarm panel together with the subscribers pack and log book which is kept in the electricity cupboard in the lobby, which is accessed by the front door key.**
- **Go to the fire alarm control panel located in the corridor and place the fire alarm enabling key (with the red painted fob) into the key switch and turn to activate the controls.**
- **The silence button should then be pressed. Do not press 'Reset' or any other Button.**

The sounders will now stop but the sounder in the panel will continue to 'bleep' until the Codrus engineer has attended to the alarm system. A telephone call should then be made to the Codrus Engineer night or day (tel. number on the panel). A note should also be made of the lights which are illuminated on the panel and given to the engineer when he arrives.

March 2015