

Fire Evacuation Plan

If you discover a FIRE !

- If you discover a fire, raise the alarm immediately.
- If you have been trained and feel safe to do so, attempt to fight the fire using the equipment provided.
- If unsuccessful evacuate the building immediately. Ensure that no one is left in the room.
- Ensure that you, or the person in charge has called the fire service. Tel 999. If using the telephone in the bar area dial prefix (9) 999.
- Inform the fire service that the emergency is at the "Corringham Hall" Springhouse Road, Corringham, Essex. SS17 7LE
- Try to assist other in their evacuation and guide them to the assembly point located on the grass area at the front of the building.
- DO NOT return to the building/premises until given an "ALL CLEAR" by the senior fire officer on scene.

If you hear the fire alarm.

- Immediately leave the building/premises by the nearest available fire exit.
- Report the the assembly point for "Roll Call"
- If you have any contractors or visitors in the building/premises, ensure they accompany you out of the building.
- If you have disabled guests ensure they have heard the alarm and if appropriate provide aid in accessing escape routes and exits, and accompany them to the assembly point.

Fire Plan

Please spend a few minutes to read the information provided in this pack. This fire plan is designed to provide hirers with as much information as possible to help in evacuating the building in the event of a fire or other serious emergency.

- The Corringham Hall is fitted with a comprehensive fire alarm system. You WILL be notified by a member of staff if a Fire Alarm Test is to take place during your hire and notified when the test is complete. Unless notified you MUST treat all fire alarm activations as genuine and EVACUATE the building AT ONCE.
- Throughout the hire period, the hirer is responsible for the safety of his/her guests, and to assist you in maintaining a safe environment please observe the following rules:-
 - **No flammable materials including candles or naked flames food warmers are allowed into the building.**
 - **All exits, corridors and fire exit doors MUST be kept clear and unobstructed AT ALL TIMES.**
 - **At NO TIME must fire extinguishers be removed from their locations.**
 - **No portable electrical equipment may be brought into the building unless a current PAT certificate has been provided to the committee two weeks prior to the hire date. This includes items such as Chip Fryers, Kettles, Urns, Sound & Lighting systems and other DJ equipment.**
 - **If the hirer uses the services of a third party such as private caterers or DJ's etc., ALL such persons MUST be made aware of these regulations.**