

## Queens Hall - Fire Action and Evacuation Plan



Raise the alarm by using the emergency breakglass unit adjacent to the exit doors.  
Ensure any persons in your group keep calm.



Leave the building by the nearest exit and make your way outside.  
Ensure all windows and doors are closed after the last person has left.

Ensure less mobile people have the assistance they require to evacuate to the meeting point.



**North & West escape** - Go to the evacuation meeting point in the car park opposite the building. **South escape** – Go to the Bowling Green. Ensure everyone in your party is accounted for, so that you can inform the fire service of trapped or missing people.

Do not return to the hall until instructed by the fire department.



The Hirer must call the emergency services on a mobile phone by dialing 999 and follow the instructions, giving the address as:

**Queens Hall, Hall Row, Charlestown. KY11 3EG**

Do not hang up until the operator has confirmed the address to you.



Ensure that the Hall Keeper and or one of the Hall Committee are informed as soon as possible.

Hall Keeper    01383 872013  
Secretary        01383 872605  
Chairman        07773392224

**On no account must you tackle the fire until the safety of your party is confirmed.  
Do not return to collect belongings.**

**Do not re-enter the premises until instructed to do so.**

**Do not leave the evacuation point until everyone is accounted for.**