

Fire Emergency Plan for Hall Users

Ensure all your group are familiar with the nearest evacuation points, assembly points, and the action to take in a fire emergency:

- Do not stop to take any personal belongings with you.
- Exit the building through your nearest fire exit.
- Closing any windows and fire doors as you leave.
- Do not re-enter the building until informed by the Fire Brigade and that it is safe to do so.

Ensure you have considered how to evacuate those who will require assistance and discussed this with all involved.

On discovering a fire break the nearest call point, begin evacuation, and dial 999. The hall address is:

New Quay Memorial Hall, Towyn Road, New Quay, SA45 9QQ

You should only tackle a fire if you are competent in the use of the extinguisher and feel confident the fire can be dealt with safely.

You must not put yourself or anyone in your group at risk.

There are two assembly points depending on which fire exit you use. One is **Towyn Chapel** opposite the front entrance, the other is **Tennis Courts** opposite the rear entrance. After evacuation, you may wish to move your group to a single point for head counts.

Report to the senior fire officer when they arrive and pass over the following information.

- Confirmation or not of a known fire and its location.
- Confirmation or not of any known missing persons and their last known position.
- Any known injured persons.
- Access points to the fire area and any known hazards

Report the incident to hall management on **01545 909585** at the earliest opportunity.

Location of Emergency Exits and Extinguishers

FLOOR PLANS HERE