

EMERGENCY PROCEDURES - IN CASE OF FIRE

In the event of a fire, you hearing the fire alarm or you being instructed to leave the building for an emergency.

1. Exit using the emergency escape routes and exits.
2. Exit in a calm and controlled manner try to close doors behind you.
3. Do not stop to collect personal belongings.
4. Proceed to the designated assembly area.
5. Present yourself to a committee member for roll-call.
6. Do not re-enter the building until instructed by emergency personnel.

ACTIONS ON DISCOVERING A FIRE

1. Raise the alarm by shouting "FIRE" or sounding the fire alarm.
2. Exit in a calm and controlled manner try to close doors behind you.
3. Do not stop to collect personal belongings.
4. Proceed to the designated assembly area.
5. Present yourself to a committee member for roll-call.
6. Do not re-enter the building until instructed by emergency personnel.

For Committee Members.

In case of a fire or an emergency evacuation of Shrewsbury House, including the studio building.

1. You are to ensure members adhere to the evacuation plan, try, where you can, to close doors as you go, preventing a fire from spreading, do not put yourself at any risk in doing so.
2. An absolute must is to take the registration sheet with you to the assembly point, which is in the far corner of the car park near to the vehicle gates.
3. A swift roll call must be taken, any members not accounted for must be noted, and try to ascertain as to the last known whereabouts.
4. A senior member of the Committee must inform the house fire Marshall of the unaccounted members or direct to the Fire Brigade upon arrival.
5. Do not re-enter the building to search for members or for belongings or equipment.

