

TREMAYNE HALL – FIRE ROUTINE

**PLEASE ENSURE THE DOUBLE FIRE EXIT DOORS
IN THE LOBBY AND READING ROOM ARE BOTH
UNBOLTED WHILE THE HALL IS IN USE.**

IF YOU SUSPECT OR DISCOVER FIRE:

Sound the alarm by breaking the glass of the nearest fire alarm call point.

IF THE FIRE ALARM (BELL) SOUNDS:

Leave the building by the nearest available exit, closing all doors and windows (if it is safe to do so).

Ensure that all persons are aware of the alarm and that they leave the building immediately.

Tackle the fire using the fire extinguishers available if you are competent to do so.

REPORT TO THE ASSEMBLY POINT AT LEMON ARMS CAR PARK

Take a roll call

CALL THE FIRE BRIGADE

Advise them that there is a fire at:

Tremayne Hall,
Lemon Hill,
Mylor Bridge,
TR11 5NA

ON ARRIVAL OF THE FIRE BRIGADE:

Advise the Office in Charge of the situation and that all persons are accounted for (or not).