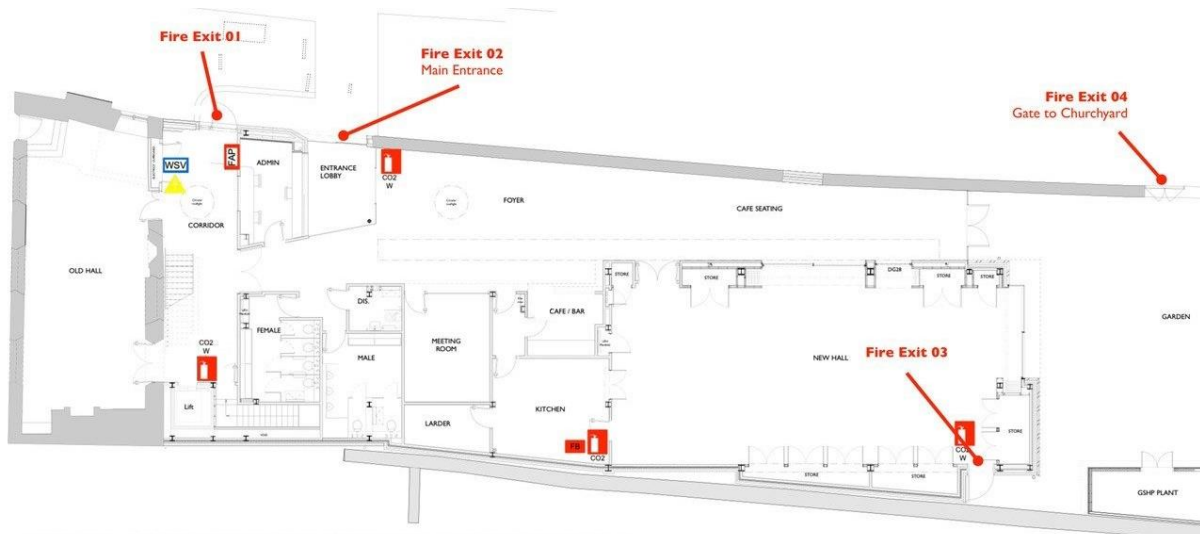


Fire Safety Procedure

1. At the start of any meeting the organiser of the meeting should point out the location of the fire exits to their guests (see below)
2. For the duration of their hire, and before leaving the building, the organiser should ensure that no exits or fire exits are blocked.
3. In the event of the fire alarm sounding, evacuate the building using the allocated exits.
4. In the event of a fire the organiser should contact the Fire Brigade on 999 and evacuate the building using the allocated exits (see below).
5. When the building has been evacuated inform the Bookings Manager.



In The Event of Fire Use the Following Exits Before Contacting Emergency Services:

- **Basement:** Proceed to the Ground Floor and use Fire Exit **01**
- **First Floor:** Proceed to the Ground Floor and use Fire Exit **01**
- **Gauntlett Room:** Fire Exit **02**
- **Cafe:** Fire Exit **02**
- **Kitchen:** Fire Exit **02**
- **New Hall:** Fire Exit **03** and then Fire Exit **04**
- **Old Hall:** Fire Exit **01**

