



# Fire Instructions

## If you discover a fire:

- 1) Immediately operate the nearest fire alarm call point.
- 2) Using your mobile phone, dial 999 or 112 to call the Fire Brigade.
- 3) Give the address: Fair Oak Village Hall, Shorts Road, Fair Oak, Eastleigh, SO50 7EJ.
- 4) While waiting for the Fire Brigade, telephone one of the Caretakers – Trevor Swift 07590 679835 or Steve Rhodes 07999 559 276.
- 5) Do not attempt to fight a fire unless you have been trained to do so. Do not take personal risks.

## On hearing the fire alarm:

- 1) Leave the building using the nearest available exit. Report to the person in charge of the Assembly Point at the rear of the hall, in the car park, behind the squash club.
- 2) Do not stop to collect personal belongings.
- 3) Do not re-enter the building until told it is safe to do so by a Fire Officer.

**The Person in Charge of a User Group session is to take charge of any evacuation, and to take all reasonable measures to ensure that no-one from their session is left in the building.**

*All doors and windows should be closed.*