



ACTION IN CASE OF FIRE

1. Evacuate building either via the main doors or the emergency door on the South side windows (Manor Place side) and assemble on the grass between Manor Place and Shady Lane. If the nature or location of the fire makes this impossible, the assembly point is on the grassed area in front of St. Luke's Church.
2. Telephone for the Fire Brigade—Dial **999** and say that the fire is at
Slyne-with-Hest Church Hall, next to St. Luke's Church, Shady Lane, Slyne-with-Hest, LA2 6JL.

The nearest public telephone is outside the Post Office on the Manor Road - Manor Lane junction, approximately 200 m. from the Hall.
3. Carry out roll call. Arrange for someone to meet the Fire Brigade and tell the Officer in charge if anyone is unaccounted for.
4. **DO NOT** re-enter the building until it is declared safe by the Fire Brigade official.
5. Notify the Trust Secretary (Tel 07770264355) and/or other Trustees as soon as possible.

Notes

1. Only small fires should be tackled with the Fire Extinguishers provided. Instructions on how to use them are printed on the side of the extinguisher, if using please ensure you are using the correct one for the type of fire.
2. The building must be evacuated in the event of **any** fire, no matter how small.

The safety of people must be the first priority.