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Session times only

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Milland Memorial Hall
Iping Road
MILLAND
Nr. Liphook
West Sussex
GU30 7NA

9. Fire Procedure

1. In the event of a fire, any supervising adult (staff or helper), will blow one, long whistle. They will pick up the register, signing-in book evacuation bag, and go to the nearest safe exit.
2. Staff and helpers will check designated areas: store room, cloakroom, committee room, and kitchen.
3. Children, staff and visitors to be head-counted out of the exit by the whistle blower.
4. The register will be called when safely away from the hall.
5. The meeting point, in case of emergency is either on the far side of the field near the tennis courts, or alternatively, if the weather is bad; the Rising Sun Public House (tel. 01428 741347) located next to the hall.
6. Fire practices will happen once half termly, and a record of this will be out on the whiteboard and a photo of the board will be placed on WhatsApp.
7. Fire practices will be recorded in the register.
8. Relevant Risk assessments and adjustments will be made where appropriate and will be recorded in the fire risk assessment evaluations