

In the event of an emergency requiring evacuation from Victoria Village Hall, please follow these procedures carefully:

Evacuation Procedure for Victoria Village Hall Abersychan

1. Discovering a Fire or Emergency:

- If you discover a fire, **don't attempt to tackle it yourself** unless it's very small and you can do so safely with a fire extinguisher.
- Immediately **shout "FIRE!"** to alert everyone in the hall.

2. Raising the Alarm:

- Since there's no automatic fire alarm system, it's crucial that **everyone verbally alerts others** to the emergency.
- Ensure that everyone in your immediate vicinity is aware of the need to evacuate.

3. Evacuating the Building:

- **Remain calm.**
- **Walk quickly and calmly** to the nearest available exit. Don't run.
- **Don't stop to collect personal belongings.** Your safety is the priority.
- If there's smoke, **crouch low** to the ground where the air is clearer.
- If you're assisting someone with a disability, ensure they're safely evacuated. The hall has disabled access.

4. Proceeding to the Assembly Point:

- Once outside the hall, make your way directly to the **Assembly Point**.
- The Assembly Point is clearly **signposted at the Car Park Entrance**.
- Don't re-enter the building for any reason until advised it's safe to do so by emergency services.

5. At the Assembly Point:

- **Report to your group leader or event organiser** so a roll call can be taken, if applicable, to ensure everyone's accounted for.
 - **Don't block the car park entrance or exit** to allow access for emergency vehicles.
 - **Stay at the Assembly Point** until further instructions are given by emergency services or the designated person in charge.
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Important Reminders:

- Familiarise yourself with the layout of the hall and the location of exits upon arrival.
- Know the location of the Assembly Point.
- In case of any doubt, always evacuate.

Your cooperation in following these procedures will help ensure the safety of everyone at Victoria Village Hall.