



# CARE PAVILION

## EVACUATION PROCEDURES

In the event of a fire or any other emergency requiring the evacuation of the pavilion being discovered the following sequence summarises the priority of actions:

Shout an **ALARM**  
**EVACUATE** the building  
**CHECK** the building  
Call the **EMERGENCY SERVICES**

- 1 On discovery of a fire or in the need to evacuate the building
- 2 On hearing the shouted alarm all persons **MUST EVACUATE** the building. Belongings should not be taken. **The Hirer** is responsible for the aiding of evacuation of any persons who may need assistance.
- 3 When leaving the building, adults should close all doors behind them to help prevent the spread of fire.
- 4 Everyone will leave by the nearest available exit and make their way to the assembly point which is **the farthest point of the field towards the main gate.**
- 5 While escorting people from the building, the Hirer will also check the Toilet
- 6 Everyone will leave the building in a calm and orderly manner and proceed to the assembly point. **NOBODY** should return to the building unless told to do so by the Emergency Services, the hirer or the CARE committee.
- 7 If a real emergency has caused the evacuation, the Hirer will call, or arrange to call, the emergency services on 999. (Use the phone box in the village if there is no mobile reception)
- 8 **Nobody** must return into the building until the all clear signal has been given by the emergency services, the hirer or the CARE committee.