

Sherborne Town Council

THE FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997 (AS AMENDED)

Action in the event of Fire at Digby Hall

It is the responsibility of the person/group who is/are hiring the hall/amenity, to familiarise themselves with the location of the “Fire Exits, Fire Alarm Call Points, Fire Extinguishers, Public Pay Phone location and the Fire Assembly Point ,” as they are responsible for the persons in their group who are using the facilities within the building. Also to give a quick talk prior to the start of their Function/Meeting as to where the Fire Exits are and the Fire Assembly Point.

In the event of discovering a fire break the glass in the fire alarm call point, these are situated at each fire exit and this will activate the fire alarm system within this building. Dial 999 for the Fire Brigade/Emergency Services.

The Building Address is the Digby Hall, Hound Street, Sherborne DT9 3AA

Only attempt to tackle the fire with a fire extinguisher if you have had previous training in the use of Fire Extinguishers or feel confident to do so.

The fire exits are marked in red on the Bldg Plan (over page)

Please leave the Bldg in an orderly quiet manner and assemble at the **Fire Assembly Point**.

The ‘Fire Assembly Point’ is on the grass adjacent to the car park; a sign is in the grass at that location.

Please do not leave this area until the emergency services have arrived as doing so will block the entrance roads to the building and into the car park for the Emergency Services.

- Whilst evacuating the building, observe any indication or source of fire and be prepared to notify the Chief Firemen accordingly.
- Ensure all the members of your group are present at the fire assembly point.
- Do not permit anyone to re-enter the building until the Fire Brigade has declared it safe.

Issued by the Property Manager, Sherborne Town Council