**Action in the Event of Fire**

**The preservation of life is paramount. Bu remaining calm and following these basic actions, as far as possible, you should ensure the safety of yourself and all others in the Newland Village Rooms**

1. Quickly assess the situation

Do not attempt to fight a fire if you do not feel competent to do so. If it is an electrical fire, only use a fire extinguisher if you are sure that the electrical power has been turned off.

1. Alert

If other people are in the building, the first person to notice the fire should shout “Fire” as loud as possible and long enough to ensure that persons in the building have heard

1. Call

Call the fire and rescue service using 999 giving:

Location: Newland Village Room, Newland, nr Coleford, Glos GL16 8NP

What3words: xxxxxxxxxxxxxxxx

**Do not assume someone else has made the call.**

If safe to do so, a nominated person should wait at the roadside to liaise with the FRS

4. Evacuate

The main entrance to the hall will be unlocked whilst it is in use. There is also an exit from the back room which has a yale lock easily opened from the inside. If it is safe to access the keys for the French door, exit can be effected via these. Usher people out of the building as quickly as possible. You should designate 2 people as responsible fire wardens, one to ensure that all rooms have been evacuated, and the other to usher people to a safe place. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

If safe to do so the last person to leave the building should try to close all doors behind them to prevent the fire and smoke spreading and also to reduce the amount of oxygen in the building to feed the fire.

**Under no circumstances should you re-enter the building until the FRS have told you that it is safe to do so**