










Tackley Village Memorial Hall & Tackley Village Shop

Fire Action and Evacuation Plan

	<p>In event of a fire, raise the alarm by breaking the glass on a call point. There are call points at every exit from the Hall and the Shop.</p> <p>Ensure all your party keeps calm.</p>
	<p>Leave the Hall and the Shop by the nearest exit and make your way outside.</p> <p>Ensure less-mobile people have the assistance they require to evacuate to the meeting point</p>
	<p>Go to the evacuation meeting point signposted at the entrance to the car park from Medcroft Road.</p> <p>Check that everyone in your party is accounted for so that you can inform the fire service of trapped or missing people.</p> <p>Do not congregate in the car park itself as this will cause access problems for the emergency services.</p> <p>Do not return to your car or leave the village hall grounds.</p>
	<p>The Hirer must call the emergency services.</p> <p>Dial 999 and follow the instructions giving the address as <i>Tackley Village Memorial Hall, Medcroft Road, Tackley OX5 3AH.</i></p> <p>Do not hang up until the operator has confirmed the address to you.</p>
	<p>Ensure the Management Committee and the Village Shop are informed as soon as possible.</p> <p><i>Management Committee: 07758 571815 (Katie)</i> <i>Village Shop: 07964838130 (Geoff)</i></p>
	<p>There are fire extinguishers in the Village Hall and Village Shop for those who are qualified to use them but on no account must you tackle the fire until the safety of your party is confirmed.</p> <p>Do not return to collect belongings.</p> <p>Do not re-enter the premises until instructed to do so.</p> <p>Do not leave the Village Hall ground until everyone is accounted for.</p>
	<p>If the alarm is activated by mistake, there is a key to the fire alarm control panel with instructions on how to silence the alarm in the Electrics Room.</p>