

## Emergency Evacuation Procedure - Melbourne Assembly Rooms

**It is the responsibility of the hirer to ensure that they are personally aware of the FIRE EVACUATION PROCEDURE and convey this information to their customers and guests. All persons hiring the Melbourne Assembly Rooms, prior to their event, should know the layout of the Assembly Rooms, the positioning of the fire extinguishers, where the fire alarms are sited and emergency exits.**

**It is the responsibility of all hirers to appoint a competent person as a Fire Marshal to take charge in the event of an emergency. The Fire Marshal must have a copy of these instructions and brief those attending an event/class what to do in the case of an emergency/fire alarm. It is essential that the Fire Marshal and organisers know the numbers present at their event.**

**All fire exits should be unobstructed, unbolted and accessible.**

The following procedure is to be used in the event of Fire or other emergency (for example, a gas leak), which requires all people to vacate the premises.

### **If you discover a fire you should:-**

1. Break the nearest alarm glass to sound the alarm.
2. **Vacate the building** immediately in an orderly manner by the nearest exit.
3. Once outside the building, you should congregate on the paved area away from the front of the building and await further instructions.
4. Call the emergency services - **dial 999**.

Address: **Melbourne Assembly Rooms High Street Melbourne Derbyshire DE738GF**

5. **A register/head count**/check in groups for friends/family/colleagues will happen to assess if anyone is missing
6. Only attempt to extinguish the fire if it is safe to do so. **Extinguishers** should only be used by people who know the difference between the different types of fire and extinguishers.
7. **Do not put yourself at risk even with the smallest fire or emergency.**
8. Do not attempt to move **burning objects**.

### **On hearing the fire alarm you should:**

1. Never assume the evacuation is a drill.

2. **Close all doors and fire doors behind you.** If doors feel warm, **don't open them.**
3. **Do not run and do not collect personal belongings.**
4. **You must not return to the building** until clearance is given by the Fire Marshal/Manager or by the Officer in Charge of the attending Fire Brigade.

**LIVES DEPEND ON UNDERSTANDING THIS PROCEDURE. MAKE SURE ALL REGULAR USERS AND VISITORS ARE AWARE.**

**Fire Alarms and extinguishers are placed near to exits. Fire exits are marked.**

Date Procedure Adopted: October 2019

Procedure Review Date: October 2021