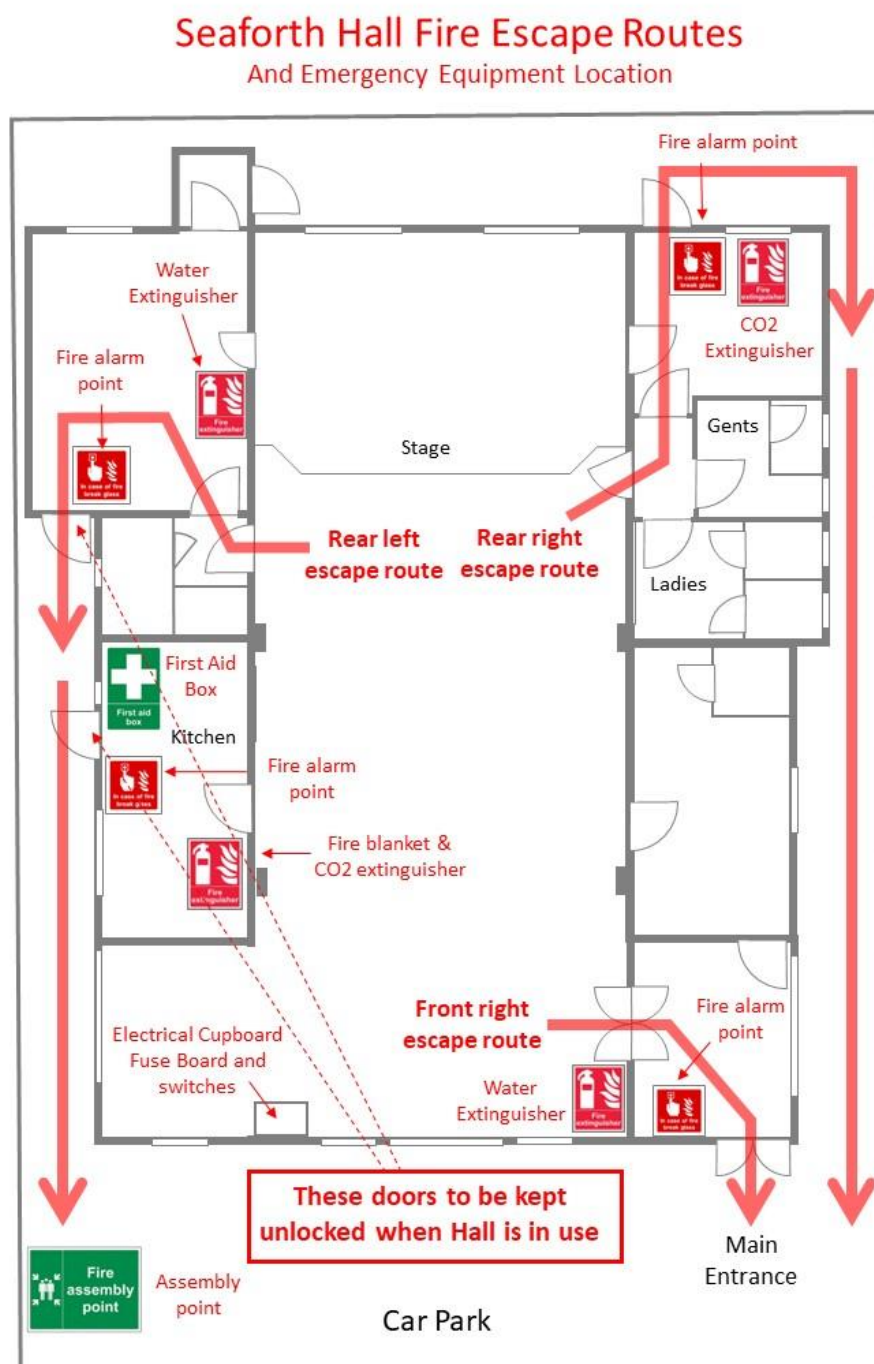


Seaforth Hall - Fire Safety Information

1. Please read carefully the information below to familiarise yourself with the fire safety procedures for Seaforth Hall.

The diagram below shows the location of the fire escape routes, firefighting equipment and assembly point.



As indicated by the plan it is important to ensure that the external doors in the kitchen and the rear left room are unlocked while the hall is occupied. Please relock when vacating the hall.

2. What to do in the event of a fire

2.1 Raise the Alarm

Anyone discovering a fire should raise the alarm immediately by activating the nearest fire alarm call point. There are four in the hall (see Plan).

If the alarm has sounded automatically, one person should investigate the alarm condition as everyone else evacuates the building. If it is a genuine fire condition, and if the fire is small and manageable (about the size of a waste paper bin on fire), and the appropriate type of fire extinguisher is available, then an attempt to extinguish the fire can be made, but only if you are confident in using the equipment and sure it is safe to do so.

If an attempt is made to fight the fire, always ensure your escape route is not compromised.

2.2 Evacuate the building

Evacuation should be prompt and calm, with everyone making their way to the designated assembly point.

Head directly to the nearest emergency fire exit. Put your hand against any doors you go through to check that the fire is not on the other side, and the last person out should try to close doors behind them to prevent the fire spreading through the building's "fire compartments".

If the escape route is blocked by fire or smoke use the next nearest available fire exit.

2.3 Assemble at the assembly point

The assembly point is located in the car park in the front of the building. A headcount (or nominal roll call) should be performed, making sure that any visitors are accounted for.

If it is not safe to gather here move the hall occupants across the road to the opposite driveway leading to the cricket ground – but take great care crossing the road as it can be very busy.

2.4 Call the emergency services

As soon as possible call the Fire & Rescue Service (999), with the name, address and full postcode of the property given clearly, along with any helpful information such as the fire type and location.

Seaforth Hall, Cuckfield Lane, Warninglid, West Sussex RH17 5UB

Do not re-enter the building until you have been told it is safe to do so.

Note that the main fuse board/consumer unit is located in a cupboard at the front of the main hall (see plan above). From here the electricity supply can be switched off in an emergency.