**Cosy Hall**

**Information For Hirers**

**FIRE:**

* Ensure that all fire exits are kept clear of obstructions
* Make sure everyone is aware of all the fire exits and at large gatherings ensure your appointed stewards are briefed. See script below.
* If the fire alarm is activated the red strobe lights will flash and the alarm will sound. Evacuate the building
* The alarm is NOT automatically linked to the Fire Service so ensure the Fire Service is called (Dial 999) and a key holder notified.
* Close all windows and internal doors.
* On evacuation please check all toilets and assist in the evacuation of others who are less able.
* The assembly point is The Swan car park.
* ♿ Wheelchair users on the 1st floor should be assisted to the exit adjacent to the lift.
* Regular hirers should regularly remind their group members of this information.

**Script For Large Events**

In the event of the fire alarms sounding

* Make your way out of the building via the nearest exit
* Do not use the lift.
* Assemble in The Swan car park.
* Do not waste time collecting your belongings.
* Help others who are less able.
* On assembly advise the organiser if you are aware of anyone missing.