

HULLBRIDGE PARISH COUNCIL
Adopted September 2006
Reviewed 13th March 2017

FIRE PLAN FOR VISITORS TO 98 FERRY ROAD

IN THE EVENT OF A FIRE

- **Leave the building via nearest safe exit. Leave personal belongings behind.**
 - **ALERT RESIDENTS IN 1ST FLOOR FLAT**
 - **Call Fire Brigade**
 - **Muster in front of building in parking area**
1. **Please familiarise yourself with the layout of the building, in particular location and route to the rear fire exit.**
 2. **There are linked smoke alarms in each of the main rooms, including the rear storage room**
 3. **There is (on yellow card) a plan and evacuation map in each of the main rooms: committee room on wall by front exit door, reception area over fire extinguisher, main office over fire extinguisher.**
 4. **A torch is provided, which is hanging over fire extinguisher in main office.**
 5. **Telephone is on desk in main office.**

SMOKING IS NOT ALLOWED IN ANY PART OF THE BUILDING OR OUT BUILDING

IMPORTANT INFORMATION OVERLEAF

IMPORTANT INFORMATION

1. FIRST AID BOX

IS SITUATED ON TOP OF FILING CABINET IN MAIN OFFICE

2. FIRE

THERE ARE TWO FIRE EXTINGUISHERS, ONE IN THE RECEPTION AREA AND ONE IN MAIN OFFICE, THERE IS ALSO A FIRE BLANKET ADJACENT TO FIRST AID BOX ON FILING CABINET

3. ELECTRICITY

THE MAINS SWITCH IS LOCATED IN COMMITTEE ROOM IN WOODEN CABINET ON WALL AT THE OPPOSITE END TO WINDOW

4. GAS

THE MAIN STOP COCK IS SITUATED IN THE WHITE GAS BOX OUTSIDE ALONG THE SIDE OF THE BUILDING (MARKED 98). THE KEY TO UNLOCK THE BOX IS HANGING ON THE WALL, ALONGSIDE THE METAL FILING CABINET

5. WATER

THE MAINS STOP COCK IS SITUATED IN THE COMMITTEE ROOM BELOW THE REMOVEABLE WOODEN CASING ON THE FLOOR NEAR THE LEFT SIDE OF THE WINDOW