
IN the EVENT of FIRE

1. In the event of a fire the alarm must be raised by way of verbally shouting **"FIRE"**. The person in charge of the Hall or function will instruct all persons to leave the building using the nearest available exits.

The assembly point is: the SOUTH QUAY.

2. **CALL THE FIRE BRIGADE**

The nearest public telephone is at:

DIAL 999 AND GIVE THIS ADDRESS;

**Thoresby College
Accessed off South Quay
King's Lynn
Norfolk
PE30 1HX**

3. Attendants should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
4. On the arrival of the fire brigade, the person in charge of the Hall should report to the Officer in Charge, that all persons are safe, or should inform him / her of their last known position.
5. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.