



# PENISTONE TOWN COUNCIL



ST. JOHN'S COMMUNITY CENTRE  
Church Street, Penistone, Sheffield S36 6AR  
Tel: 01226 370088/370857

Town Clerk: Keith Coulton  
Email: [info@penistonetowncouncil.gov.uk](mailto:info@penistonetowncouncil.gov.uk)  
[www.penistonetowncouncil.gov.uk](http://www.penistonetowncouncil.gov.uk)

**FOR: NAMED HIRER/PERSON IN CHARGE OF GROUP/ORGANISATION**

.....

## **EMERGENCY PROCEDURE**

It is essential you familiarise yourself with the locations of the fire-fighting equipment and emergency exits (plan of building overleaf).

### **ON DISCOVERING A FIRE**

Sound the alarm by ringing the fire bell

1. Bell located in Main Hall near the main entrance
2. Bell located in the Lower Hall near the blackboard

### **DIAL 999 and inform the EMERGENCY SERVICES**

### **EVACUATE BUILDING**

Check the building is clear – especially ALL cloakrooms, kitchens, toilets and storerooms.

If the main entrance is not to be used ENSURE DOOR IS CLOSED, ALLOWING NO-ONE TO ENTER.

People should assemble in the National School Playground (car park).

### **WAIT FOR EMERGENCY SERVICES TO ARRIVE**

I have read and understood this procedure

Signed.....

Date.....

**PLEASE NOTE: YOUR GROUP IS RESPONSIBLE FOR HAVING AN ELECTED FIRE MARSHALL WHO IS FAMILIAR WITH EMERGENCY PROCEDURES.**