



PENISTONE TOWN COUNCIL

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



Town Clerk: Nigel Bailey
Email: clerk@pentowncouncil.gov.uk
www.penistonetowncouncil.gov.uk

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

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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.