

FIRE EVACUATION PROCEDURE: HALL

- 1.** Your dance teacher is your Evacuation Co-ordinator.
Please follow their instructions without question in the event of an evacuation.

- 2.** Evacuation Co-ordinator will delegate the following actions:
 - A. Contact the emergency services – please ring 000
 - B. Check the lower hall rooms, toilets and kitchen if safe to do so
 - C. Notify any occupants in the MRP office and WMQ (Church)

- 3.** Persons responsible for step **A** and **B** please report back to the Evacuation Co-ordinator that they have completed their task before proceeding to the assembly point. Person responsible for step **C** to report to Evacuation Co-ordinator when they arrive at the Assembly point.

- 4.** No one is allowed to leave the assembly point without notifying the Evacuation Co-ordinator.

- 5.** No one is to re-enter the building until told it is safe to do so by Emergency Services.