

	<p style="text-align: center;"><b><u>Checklist and Support for the hiring of premises</u></b></p>	<p style="text-align: center;"><b>Nanpean C P School, St Georges Road, Nanpean, St Austell, Cornwall PL26 7YH Tel 01726 822447</b></p>
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### **Emergency Evacuation from the Community Hall Facilities**

Should a fire be discovered, sound the alarm by pressing any break glass point.

The alarm is a continuous ringing. Please evacuate immediately and call the emergency services.

Where evacuation is necessary because of a fire, please ensure that all doors are closed. The assembly points are by the boundary wall leading to the road.

### **Emergency Evacuation Routes**

From the main hall:

- Leave the hall via the main hall doors and exit the premises through the main entrance door
- Go to the assembly point by the path near the carpark

Alternatively:

- Leave the hall through the rear right hand door nearest the community store room
- Walk around the outside of the building and go to the assembly point by the path near the carpark

From the male/ female toilets:

- Leave the toilets through the only door
- Exit the building through the lobby and out the main entrance doors
- Go to the assembly point by the path near the carpark

Alternatively:

- Leave the toilets and turn left
- Exit the building through the side door on the left leading to the MUGA (playground)
- Walk around the side of the building and go to the assembly point by the path near the carpark

From the showers:

- Leave the showers through the usual exit/entrance
- Turn right and exit the building through the side door leading to the MUGA (playground)
- Walk around the side of the building and go to the assembly point by the path near the carpark

Alternatively:

- Exit the showers through the usual exit/entrance
- Exit the premises through the lobby, leaving through the main community hall entrance doors

- Go to the assembly point by the path near the carpark

A map of the hall with all emergency evacuation routes and alternatives can be made available on request.

### **Checklist when hiring the facilities at Nanpean School**

Do not open any room not being hired or use any equipment without prior agreement.

Ensure all rooms used are left in a reasonable state (ropes in hall should be left as they are found).

Check all rooms used (including toilets) that no lights have been left on.

Check all windows are closed.