

SHEET3

FIRE AND SAFETY NOTICE

At every Mothers' Union meeting everyone must 'sign in.' (This might be 'the attendance book'), and the following announcements given.

1. Indicate Fire Exits to people attending.
2. Indicate an assembly point away from the building.
3. Instruct people to leave the building by the door furthest from the fire in an orderly manner.
4. Do not take anything with you.
5. Do not leave the assembly point until your name is called and everyone is accounted for.
6. Under no circumstances re-enter the building unless you are informed that the building is safe by an appropriate authority.

THIS NOTICE IS TO BE READ AT EACH MEETING

A 'Fire Drill' should be carried out at least once a year

SHEET 4

FOR USE IN THE EVENT OF A FIRE

Name of Event:-.....

A member should be designated to call the **FIRE & RESCUE SERVICE**

Name:-.....

A member should be designated to assist wheel chair members or anyone needing assistance to vacate the premises.

Name:-.....

A member should be designated to take the sign-in list/book with them and call the register at the assembly point **ensuring everyone is accounted for.**

Name:-.....