



Woodlands Village Hall Dorset  
Registered Charity No. 1201931  
[www.woodlandsvillagehalldorset.org.uk](http://www.woodlandsvillagehalldorset.org.uk)

## Fire Evacuation Procedures

The Hirer of the hall must ensure that all hall users are aware of these instructions

If you discover a FIRE :

- Raise the alarm.
- Ensure all persons leave the hall as quickly as possible and muster at the far side of the car park, taking any record books to check attendance.
- Ensure no person is left in the kitchen, toilets or outside shed.
- When the building is empty close external doors. Do not re-enter.
- Ring 999 and report exact location of fire. Our address is :

Woodlands Village Hall  
Verwood Road  
Woodlands  
BH21 8LJ

What Three Words: [///stunts.changed.lecturing](https://www.what3words.com/stunts.changed.lecturing)

- Wait for the fire brigade
- Inform a member of the Village Hall Committee:
  - Chairperson (Rupert Andrews): 07748962424
  - Secretary (Janet Scammel): 07528 756410
  - Lettings Officer (Yuliya Surnina): 07941 078267
  - Email: [woodlandsvillagehall@gmail.com](mailto:woodlandsvillagehall@gmail.com)

**NO PERSON IS ALLOWED TO RE-ENTER THE BUILDING TO RETRIEVE ANYTHING  
UNTIL PERMISSION IS GIVEN BY THE FIRE BRIGADE OR OTHER RESPONSIBLE  
OFFICIAL.**



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