

OXFORDSHIRE FIRE SERVICE

FIRE INSTRUCTIONS - PLACES OF ENTERTAINMENT

FIRE NOTICE OLD FIRE STATION GALLERY

ACTION IN CASE OF FIRE

1. If you discover a fire or one is reported to you, you should:

Operate the Fire Alarms by breaking the glass.

EVACUATE THE PREMISES

This may be accomplished verbally or by public address, where appropriate.

Every effort should be made to avoid alarming the public and thereby causing panic.

Attendants should go to the available exits and usher persons from the premises in an orderly fashion.

The assembly point for the building is at:

UPPER MARKET PLACE CAR PARK, MARKET PLACE.

2. The HIRER or designated responsible Fire Officer is responsible for ensuring that the FIRE SERVICE IS CALLED immediately on the report of suspicion of an outbreak of fire.

CALL 999 AND ASK TO SPEAK TO THE FIRE SERVICE

When the Fire Service replies give the call distinctly -

**“FIRE AT OLD FIRE STATION GALLERY,
MARKET PLACE, HENLEY ON THAMES, RG9 2AG”**

DO NOT HANG UP UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE.

GENERAL INSTRUCTIONS

3. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
4. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire and that such means of escape are unobstructed and easily openable from within.
5. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher, you should also be familiar with how to use them.

PLEASE BE ADVISED THAT VEHICLE WHEEL CLAMPING IS IN OPERATION IN UPPER MARKET PLACE. LOADING & UNLOADING CAN ONLY BE DONE FOR A SHORT TIME FROM DIRECTLY IN FRONT OF THE DOORS. THERE IS NO PARKING AVAILABLE AT THE REAR OF THE BUILDING.