



Queen's Hall: Process in the event of a fire emergency

The Clerk and Operations Officer are provided with a list of weekend hirers on a weekly basis.

In the event of the fire alarm being sounded, the monitoring company (Redcare) will contact the named keyholder (Clerk) to notify them that this has occurred and that the fire brigade are on their way.

The Clerk will triage the situation before deciding whether to attend the site or notify others of the situation.

The process to be followed is indicated on this sheet.

