



6. Fire Evacuation Procedure

If Fire is noticed any Member must shout out the warning to all others in the Shed immediately.

On no account should attempts be made to tackle the fire.

In the event of Fire the Shed will need to be evacuated promptly.

The attendance log should be collected on the way out by anyone near the desk and be shouted out to others that it has been collected.

Those members in the Shed should stop any machine currently in use and leave the Shed via the most convenient and safe exit without running.

The Members are to assemble on the driveway, inside of the gate.

All members are to be accounted for from the attendance log.

Members should not attempt to collect any personal belongings.

Once outside an emergency call to the fire services should be made via mobile phone.

Regular fire tests will be performed. A committee member will be responsible for this action; he is to log the date on the table below.

Fire Drill date	Performed by: