



Fire evacuation information

Please complete this page with the relevant information for your unit/level. You should update this form in line with the annual fire drill, or when changing venues – whichever comes first.

Date of last review:

In the event of a fire, call 999 and ask for the fire brigade.

Building address

Building name/number	
Street	
Town	
County	
Postcode	

Fire exit locations

Fire extinguishers

Location	Type of extinguisher

Fire alarm locations

Hall management committees should make sure that alarms are tested weekly.

Evacuation meeting place

Date of annual fire drill: