



Fire Safety and Evacuation Policy at the Three Tuns Hotel

SUBJECT: FIRE EVACUATION POLICY

In the event of a fire you should.

1. Shout **FIRE VERY** loudly and encourage the customers to make their way out of the building safely
2. **DO NOT** run or panic
3. **DO NOT** stop to collect possession
4. Leave the building by the main entrances if it is safe to do so or the **fire exit nearest to you** (do not use the kitchen as a means to walk through to an exit).
5. The last person out of the room should close the door (to try and contain the fire). The last person out of the bar should take the diary, hotel register and bookings book (if it is safe to do so).
6. Report to the **assembly point**. This is clearly marked on the barn door at the bottom of the pub car park.
7. Under no circumstances must you return to the building, unless told so by a member of the Management.
8. **DO NOT** try and fight the fire yourself (unless you are confident AND safe to do so)
9. **KEEP CALM**

DO NOT TAKE RISKS