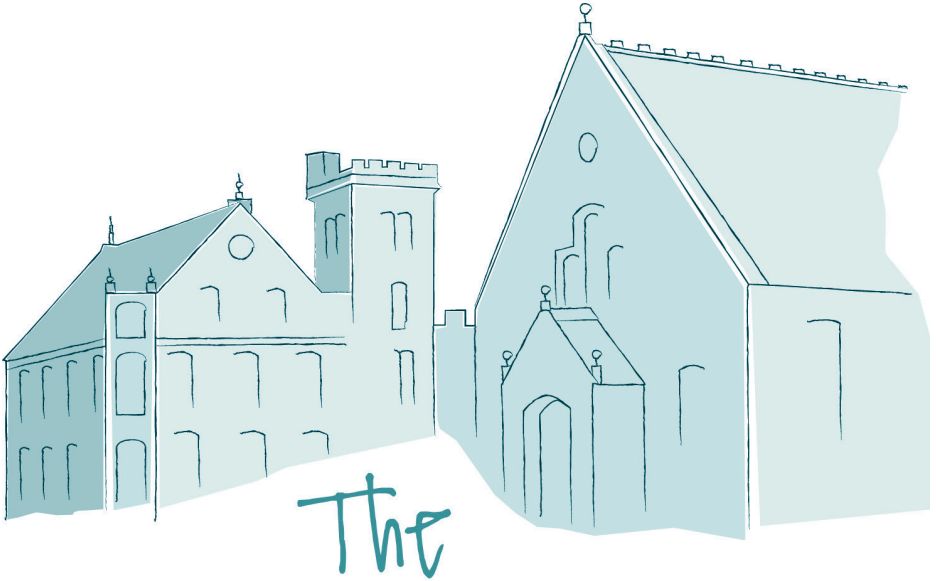


VICTORIA AND ALBERT HALLS (BALLATER) TRUST



The Victoria and Albert Halls Ballater

Learning / Working / Playing / Celebrating

**FIRE AND EMERGENCY
EVACUATION PLAN**

Your Safety Is Our Concern

It is essential that you understand the Victoria and Albert Hall rules and comply with these instructions, whilst on our premises.

Please ensure that you fill out your name and required details within our sign in and out register, a copy will be found in each of the Halls.

If you see anything that you feel could be a risk or unsafe to you or any other person within the Halls, please inform your Session Leader or speak with a member of the Board of Trustees.

Thank you for your co-operation.

Basic Guidelines

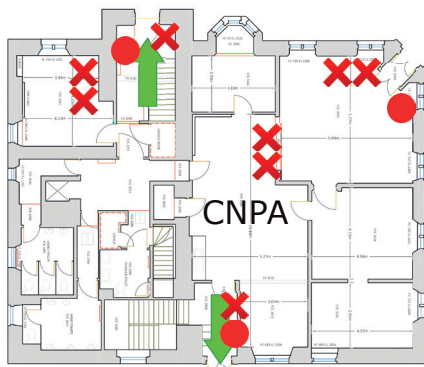
- First Aid Kits are located throughout the Halls.
- Please advise the Session Leader of any assistance* you may require with your evacuation from the Halls in the event of an emergency.
- Please report to your Session Leader any condition, or practice that you think has the potential to cause human injury or damage to the Hall's equipment.
- Please comply with Health and Safety and Environmental Regulations.
- Please comply with all Victoria and Albert Halls rules, signs and instructions.
- Please sign in the register upon entry to the Halls and sign out upon exit. The Session Leader will ensure this is done on every occasion.
- Restricted areas must not be entered without prior approval of the Board of Trustees. *
- NO electrical device shall be plugged into mains sockets without a certificate of PAT test. *

* Liaise with your Session Leader on these specific points, or anything else which is unclear.






Emergency Evacuation Procedures

- When a Fire is discovered, immediately operate the nearest alarm call point.
- On hearing the emergency alarm, Session Leaders will ensure that their areas are cleared of people.
- Please exit the building via the next nearest "Emergency Exit" and go to the designated assembly point, located in front of the Old Station Building. DO NOT stop to collect any personal belongings.
- If it is safe to do so, Session Leaders will pick up the signing in register before exiting the building.
- Call the Fire and Rescue Service.
- Session Leaders, carry out a roll call to ensure everyone is out and liaise with the Emergency Services as appropriate.
- DO NOT re-enter the building until the "all clear" has been given by the Emergency Services.
- Only the Session Leader can authorise entry back into the Halls once the "all clear" has been given.
- DO NOT leave the designated assembly point, before first advising the Session Leader.

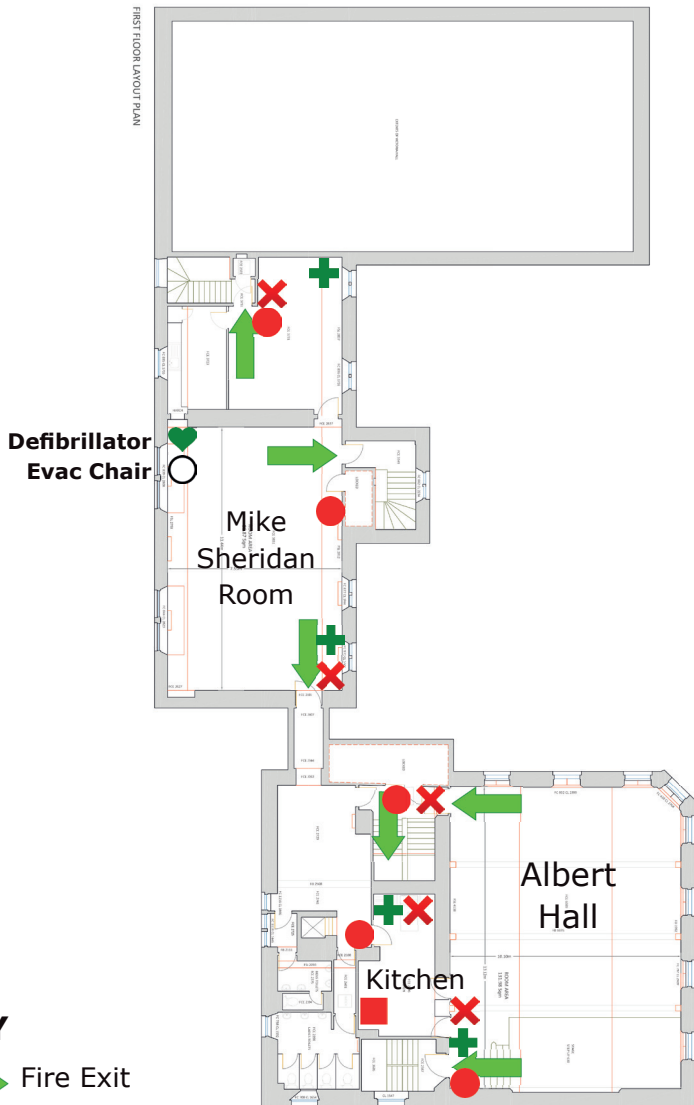
GROUND FLOOR PLAN







KEY

-  Fire Exit
-  Fire Alarm
-  Fire Extinguisher
-  Fire Blanket
-  First Aid Kit

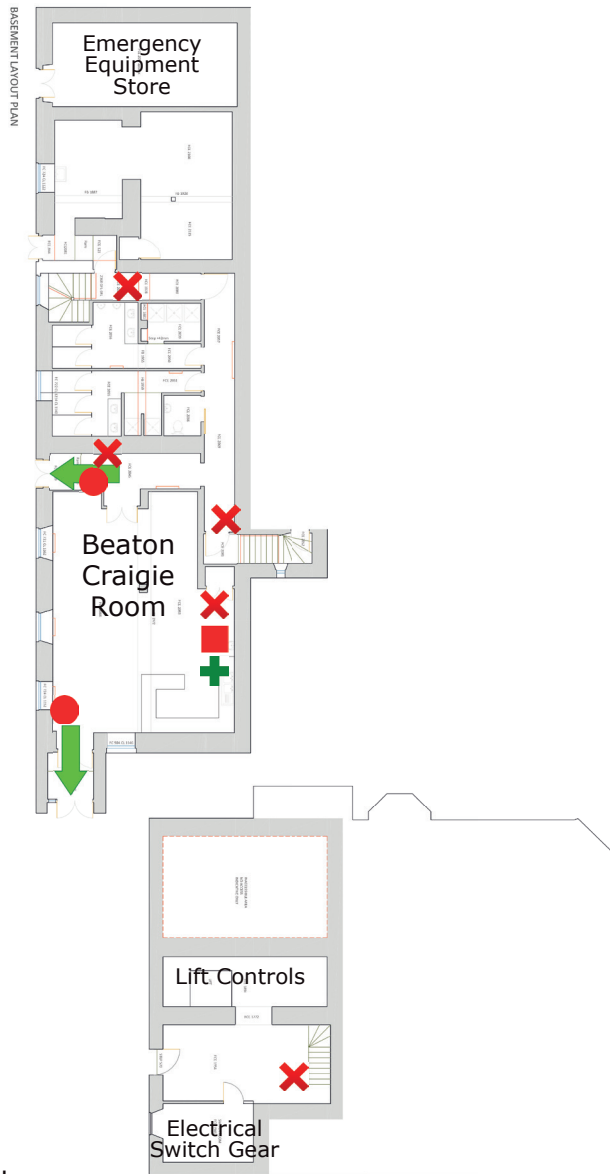
FIRST FLOOR PLAN








KEY

-  Fire Exit
-  Fire Alarm
-  Fire Extinguisher
-  Fire Blanket
-  First Aid Kit

BASEMENT FLOOR PLAN



KEY

-  Fire Exit
-  Fire Alarm
-  Fire Extinguisher
-  Fire Blanket
-  First Aid Kit

Notes