

WELSHPOOL TOWN COUNCIL
EMERGENCY PROCEDURE
WELSHPOOL TOWN HALL (Assembly Room)

Area:

Assembly Room, Town Hall, Broad Street, Welshpool

Introduction

All occupiers are requested to read these short instructions when using these Council premises.

In case of fire or emergency

If there is a fire anywhere in the building the alarms will sound. Please then leave the building making sure that all your members have left safely. Please call one of the contact details below as soon as you can after calling the emergency services on 999 or 112. The muster point is located in Hall Street at the rear of the Town Hall.

The fire exits are clearly marked. Please do not use lifts in emergency. There are provided disabled carriers at the top of each fire escape on the 1st floor.

Responsibility

You are only responsible for getting your own party out of the building to safety, any other users have the same responsibility for their own members.

Damage to equipment

Any damage to the premises or equipment and any items of concern should be reported to the Offices of the Town Clerk as soon as possible after the event.

Reporting

All accidents and emergencies should be notified to the Offices of the Town Clerk as soon as possible after the event.

Contact

The contact details for Welshpool Town Council are:

John Dover	07968 026708
Paul McGrath	07548 952111
Robert Robinson	07767 267830