

**WELSHPOOL TOWN COUNCIL**  
**EMERGENCY PROCEDURE**  
**WELSHPOOL TOWN HALL (Market Halls)**

**Area**

Market Halls, Broad Street, Town Hall, 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.

**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:

<b>John Dover</b>	<b>07968 026708</b>
<b>Paul McGrath</b>	<b>07548 952111</b>
<b>Robert Robinson</b>	<b>07767 267830</b>