

# Orsett Masonic Hall Ltd

Rectory Road, Orsett. Essex RM16 3EH

## **IMPORTANT INSTRUCTIONS**

### **MEANS OF ESCAPE DETAILS**

The Regulatory Reform ( Fire Safety ) Order 2005

Notice to be read at commencement of all meetings .

The building is equipped with a fire alarm, and upon the alarm being activated you are to immediately leave the premises via the fire escape routes which are :-

Within the Temple :- The exit door adjacent to the external staircase . *(This is the most favoured exit)* or the exit door, leading to the internal stairway.

Dining Room :- Via the double doors at the entrance to the room, and then via main entrance door.

Bar Lounge:- Via the exit door to entrance lobby and then via the main entrance door.

**The Fire Assembly Point for all persons is :-**

Penn Close

Rectory Road

Turn left outside of the entrance and make your way to the first cul-de-sac on the opposite side of the road.

**FIRE MARSHALLS ARE TO ENSURE ALL PERSONS HAVE LEFT THE BUILDING SAFELY**

## Special Notices !!!!

### Temple Emergency Lighting.

There is a switch just inside the entrance door from the Tylers room (on the left) which controls the emergency lighting above the doors.

This must be switched on at all times when the building is being used.

For times when total darkness is required ( i.e Third ceremony ) they may be switched off , but please ensure that they are switched on as soon as possible. The emergency light above the Junior Wardens pedestal will remain on at all times.

### External Staircase Lighting

The emergency lights located on the stairs will switch on in the event of power failure within the temple room. However if there is a fire alarm activated elsewhere the lights will not come on. There is a switch located to the right hand side of the fire exit door and this will switch the light on . Please ensure that this is activated if required.

### Meeting room ( Annexed to the Bar Lounge )

The emergency light within this room is operated via the switch on the wall. Please ensure that when this room is occupied that the light is switched on. In the event of power failure this light will automatically switch over to battery operation for continuous lighting.

### Fire Marshall's Responsibility

Ensure before leaving the premises that you take with you the register of those present. When arriving at the fire assembly point please ensure that a check is undertaken of all those persons who were recorded in the attendance register, to ensure that all are present.