



Chelmsford Masonic Hall – Emergency Instructions

Fire Safety Announcement read by Secretary or Treasurer at start of meeting in the Temple

In the event of an alarm, do not stop to collect any personal items or dis-robe, and retire by either:

- 1. The Temple main doors and proceed to the external double doors at the front of the building
(Note: If for any reason the external double doors are obstructed, follow the alternative Fire Exit route signposted and leave through the Crystal Ballroom to the rear of that room and into the Car Park)
or**
- 2. By way of the Emergency Exit door close to the Organ, proceed through the Lol room, then the Grand Officers room, and leave by the single Emergency exit marked.**

Having left the building by either entrance, the assembly point is in The County Hotel car park, to the rear of the Hotel, by the trees. Do not enter the hotel to get there.

Do not re-enter the Masonic Hall or County Hotel until instructed.

Outer Guard Fire Safety Duties

Once the meeting is open in the Temple, check that the Exit route through the Lodge of Instruction Room and the Grand Officers room are all clear of obstruction.

Check that the main Exit route through to the external double doors is clear. Ensure the door to the Lol room and Grand Officer's room are securely closed.

If you detect a fire raise the alarm and break the glass on the buttons placed at either fire exit.

In the event of an alarm, open main Temple doors and assist guiding members to the main Exit. If the main double doors are obstructed, guide them to the Alternative Exit through the Crystal ballroom to the car park at the rear of the room.

The main priority is to ensure all members safely leave the building.

Instructions for Emergency Trained Masonic Members only.

Once everyone has left the Masonic Hall, and there is no obvious sign of fire, you can liaise with County Hotel staff and re-enter the Masonic Hall. If no fire is apparent, you can reset the alarm following the instructions in the red plastic wallet hanging to the right of the fire panel.