






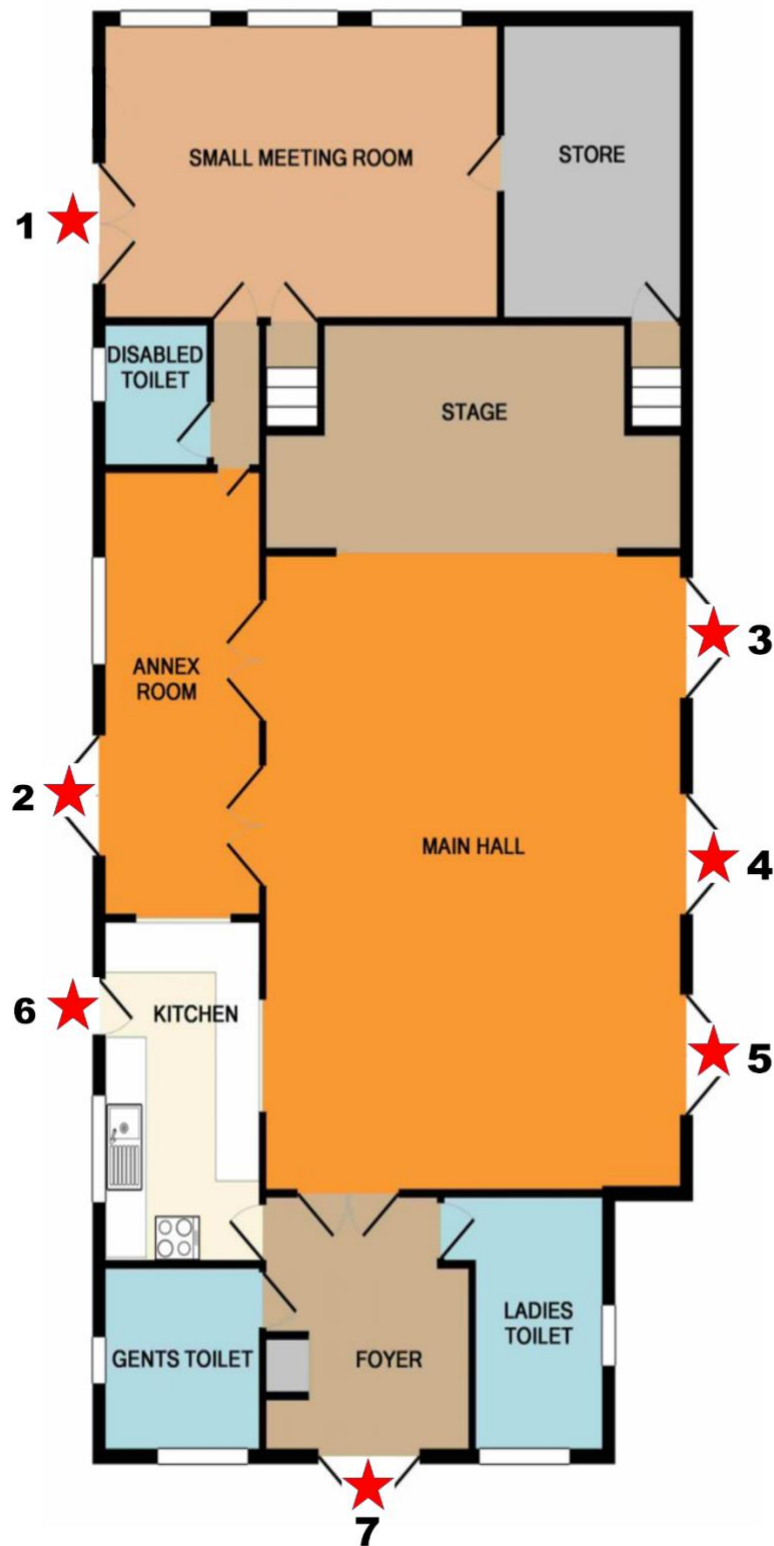


GLEBE HALL SECURITY CHECKLIST

It is **YOUR** responsibility to make sure that all exits marked with a red star are checked and confirmed secure when you leave the hall.

There is a floor plan on the back of this checklist showing the exits.

IDENTIFIER	LOCATION	TICK OFF
 1	EXIT 1: SMALL MEETING ROOM (FIRE EXIT – DOUBLE DOORS) EVEN IF YOU HAVE NOT KNOWINGLY USED THIS ROOM, PLEASE MAKE SURE THAT THESE DOORS ARE SECURE.	
 2	EXIT 2: ANNEX ROOM (FIRE EXIT – DOUBLE DOORS)	
 3	EXIT 3: MAIN HALL (FIRE EXIT – DOUBLE DOORS) THIS IS THE SET OF DOORS FARTHEST FROM THE FRONT DOOR.	
 4	EXIT 4: MAIN HALL (NORMAL ENTRANCE/EXIT – DOUBLE DOORS) THESE ARE NOT FIRE EXITS AND MAY BE USED FOR ROUTINE ENTRANCE/EXIT TO THE HALL.	
 5	EXIT 5: MAIN HALL (FIRE EXIT – DOUBLE DOORS) THIS IS THE SET OF DOORS NEAREST TO THE FRONT DOOR.	
 6	EXIT 6: KITCHEN (FIRE EXIT – SINGLE DOOR)	
 7	EXIT 7 : FRONT DOOR (NORMAL ENTRANCE/EXIT – DOUBLE DOORS) BOTH OF THE TWO LOCKS ON THE FRONT DOOR MUST BE LOCKED WHEN LEAVING.	



GLEBE HALL FLOORPLAN

www.glebehall.org.uk

Charity Commission Registration No. 279405