

Fire Safety Instructions

All Hirers and Group Leaders Should acquaint themselves with the position of Fire Exits and Fire alarm call points. The fire alarm in this Community Centre is a series of sounders and beacons located in all main rooms corridors on toilets.

All Groups are advised to have a system in place that enables them to take a role call after evacuating the building to ensure everyone is out of the building. Such a system may be a signing in book or a register.

- In case of **FIRE**, Sound the alarm by pressing the nearest call point button
- or In The event of the fire alarm sounding.
- Leave the centre by the nearest fire escape route.
- Supervise the Evacuation of your Group.
- The Hirer or Group Leader **MUST** call the Fire Brigade by phoning **999**. (*Note. There is no phone in the building*)
- Proceed to the Assembly Point. **Car park opposite the Centre.**
- Attack the Fire only if it is safe to do so and you are trained to use the fire extinguishers.
- No one should leave the assembly point until all persons have been accounted for.
- Do not return to the building until authorised to do so
- **DO NOT TAKE RISKS.**