

## **FIRE EVACUATION PROCEDURE**

Please take the time to read the following regarding Fire Safety and Evacuation. You, the hirer have an obligation to ensure that all your group members are familiar with the Centre's Fire Evacuation Procedure.

Familiarise yourself and your group with the location of:

**Fire Alarm Call Points** – There are 6 Fire Alarm Call Points, which are located by the Main Entrance, the rear exit of the building, within the Houghton Room, in the Long Room, by the Chair Store and at the top of the main entrance stairs to the first floor.

**Fire Exit Doors** – Each room has at least one fire exit door, clearly marked. Familiarise yourself with your nearest safe exit. Do not block or obstruct the fire exit. They are there for your safety.

**Fire Action Plan** – There are instructions posted in every room, usually by the entry door. Follow the plan.

**Assembly Point** – In the event of a fire, all Centre Users are to assemble at the Assembly Point located at the far end of the main front car park, indicated by the green "Fire Assembly Point" sign. Please take care when walking through the car park. **DO NOT RUN.**

On hearing the fire alarm (continuous bell):

**DO NOT** use the lift. Use the safest nearest exit.

**DO leave** the building immediately by the nearest safe exit.

**DO NOT** run.

**DO NOT** stop to collect belongings.

**DO NOT** re-enter the building for any reason whatsoever. Unless the Fire Brigade tells you it is safe to.

**DO NOT** ignore it or assume it is a drill or fault.

**DO** assemble at the designated assembly point as indicated above.

On discovering a fire:

**DO trigger** the alarm by breaking the glass of the red Fire Alarm Call Points.

**DO Leave** the building immediately by the nearest safe exit.

**DO NOT** run.

**DO NOT** stop to collect belongings.

**DO NOT** re-enter the building for any reason whatsoever. Unless the Fire Brigade tells you it is safe to.

**DO** close doors behind you.

When safely outside the building:

**DO** call the Fire Brigade.

**DO** assemble at the designated assembly point.

**DO** remain calm and be clear when issuing any instructions.

**DO** account for members of your group and report any missing persons.

I have read and understood the Conditions of Hire and Fire Evacuation Procedure and retained a copy:

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Signed

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Print Name

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Dated