



## **FIRE EVACUATION PROCEDURE**

The Hirer has an obligation to ensure that all room users are familiar with the Centre's Fire Evacuation Procedure.

Familiarise yourself and your group with the location of:

**Fire Alarm Call Points** – There are 12 Fire Alarm Call Points, which are near each fire exit in the rooms, and foyer. Two rooms (the Victory Room and the Moore Room upstairs) do not have call points within them – the Victory Room Call Point is by the back door; the Moore Room Call Point is by the door to the Woodford Suite.

**Fire Exit Doors** – Each room has at least one fire exit door, clearly marked. The Victory Room's fire escape access is via the back door; The Moore Room fire escape access is down the stairs and through the back door. Familiarise yourself with your nearest safe exit. Do not block or obstruct fire exit doors. They are there for your benefit.

**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.

### **DO NOT RUN**

If your Group is using the Woodford Suite (first floor) **DO NOT** use the lift. Use the safest exit, which may not necessarily be the way the room was entered.

### **On hearing the fire alarm (continuous bell):**

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

**Do not** run.

**Do not** use the lift.

**Do not** ignore it or assume it is a drill or fault.

**Do not** stop to collect belongings.

**Do not** re-enter the building for any reason whatsoever.

**Do** Assemble at the designated assembly point.

### **If you discover a fire, trigger the alarm by using the red alarm call point.**

**Do** call the Fire Service

**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.

**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