

FIRE EVACUATION PROCEDURE



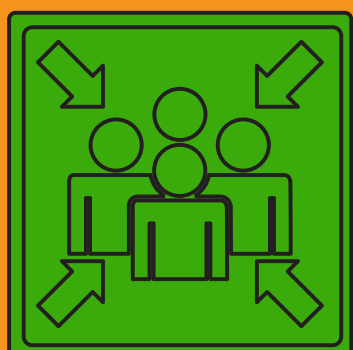
RAISE THE ALARM

If you see a fire shout "Fire" and sound the alarm using one of the break-glass call points.



LEAVE THE BUILDING

Leave the building as quickly and calmly as possible by the nearest fire exit.



GO TO THE ASSEMBLY POINT

This is next to the play equipment by the entrance and away from the building.



CALL 999

Call the Fire Brigade and tell them there is a fire at Tang Hall Community Centre, YO31 0UG.



DO NOT TAKE ANY RISKS

Do not enter the building until you are told it is safe to do so by the fire brigade or the centre staff.

FIRE EVACUATION PROCEDURE (FOR GROUP LEADERS AND TENANTS)



WORK SAFELY

- Do not block fire exits or wedge open internal fire doors.
- Do not allow combustible waste material to build up.
- Report any electrical faults and do not overload extension cables.
- Switch off or unplug electrical items not in use.
- Only allow users to smoke in the designated area.



LEARN THE FIRE EVACUATION PROCEDURE

Make sure you and all colleagues know what to do in an emergency.



AT THE ASSEMBLY POINT

Take a roll call for your group and report anyone missing to the fire brigade.