

Fire Procedures

On Discovering a Fire

Raise the alert by **immediately** giving the shouted warning of fire and/or by **pressing the nearest Red Break Glass Call Point** (situated at each exit).

Make sure your group leaves the building using the nearest and safest fire exit, closing doors behind you.

Assemble at the **Fire Assembly Point** in the **Car Park near the Squash Club**.

Ensure that the Fire Brigade is called by **dialling 999**.

Undertake a roll call at the assembly point to account for any missing persons

Do not re-enter until a Fire Officer gives clearance. Ensure Centre staff are notified by calling the out of ours number.

On Hearing the Alarm

Immediately leave the building using the safest emergency exit closing doors and windows behind you

Assemble at the Fire Assembly Point in the Car Park near the Squash Club.

Do not re-enter until a Fire Officer gives clearance. Ensure Centre staff are notified by calling the out of hour number.

General Point to Remember

Only use fire extinguishers to put out a small fire (such as a waste paper bin), or for self-protection.

If you are in a room where there is a fire and can't get out, use the extinguisher for self-preservation. Smoke rises so breathe as closely to the ground as possible, or up against a wall.

Always keep internal doors closed - never prop open. This will help contain a fire.

Never open a door to a room where you see fire and/or smoke.

Never smoke in the building.

Location for Fire Exits
(not to scale)

