



FIRE EVACUATION PROCEDURE

Alarm sounds

- When the Fire Alarm sounds you must leave all personal possessions and exit the building immediately.

Clearing the building

- If a caretaker is present they will ask all members of the public to leave and you **MUST** obey this request.
- If a caretaker is not present then you must ask everyone to leave the building immediately and direct them to the nearest fire escape route. Don't forget to check the toilets.
- Any person requiring special assistance are to be guided to the nearest emergency exit as quickly and safely as possible.
- Two fire exits are located in the building; one in the Main Hall and one in the Kitchen. Both have ramps, however the one from the kitchen is located next to the Fire Exit and will need to be put in place.

Assembly Points

- All members of the public are asked to assemble towards to bottom of Beryl Road, just past the Baptist Church, at the rear of Dominos Pizza.
- Caretakers (if present) or person responsible for the hire of the Centre are to ensure that all party goers have safely exited the building. This is why we recommend that the hirer keeps a record of all those that are in attendance
- Once outside, the responsible person should ensure that all party goers are kept at a safe distance from the building in case of explosion or shattering glass.
- No one should be near the exits or close to the building.

Fire Service

- Please contact the Fire Service on 999 to report the incident.
- Vale security will inform Barry Town Council staff that an alarm is operational.
- No-one is to re-enter the building unless they are a member of the Barry Town Council Staff and **ONLY** if the Fire crew say it is safe to do so.