



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.
- Fire doors should be firmly closed in order to prevent the spread of fire and to prevent unauthorized entry or re-entry into the building

Assembly Points

- All members of the public are asked to assemble at the lane next to the Cemetery by the Lodge house
- 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*

- An automatic system will alert the fire station that the fire alarm has been triggered.
- Vale security will inform Barry Town Council staff that an alarm is operational
- The Caretaker or Senior Manager will liaise with the fire service
- 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.

*Please ensure the Fire service are aware of any chemicals that are on site