



Eastcott Community Centre

EMERGENCY EVACUATION

FIRE ALARM - A continuous ringing of the bell.

BOMB ALERT – Fire Alarm, Verbal by member of staff or public

ACTION TO BE TAKEN ON FINDING A FIRE

If you find a FIRE, you are to immediately activate the nearest Alarm Point (BREAK GLASS) and leave the building. Phone the Fire Brigade – 999

EVACUATION OF BUILDING

When you hear the alarm bell, leave the building quickly by the nearest emergency exit possible (do not run) and make your way to the designated assembly point, which is the Play Park adjacent to the centre car park on Savernake Street.

After evacuation you must not return to the building until authorised by a member of staff or the fire brigade.

It is essential that all individuals familiarise themselves with all emergency escape routes, exits and location of assembly points.

ASSEMBLY POINT

Play Park adjacent to the centre car park on Savernake Street.

On arrival at the assembly point, report to your Group Leader or line manager.

Do not leave the assembly point until authorised by a member of staff or Fire Brigade.

Note: The designated assembly points are only for initial response to an alarm. You may be directed to an alternative location by a member of staff, the police or the fire brigade.

REMEMBER

- Do not stop to collect personal effects.
- Leave the building by the nearest exit
- Remain in your designated assembly area.
- Do not re-enter the building until authorised to do so.