



Fire Evacuation Procedure

Hiltingbury Community Centre (The Hilt)

Introduction

This document outlines the fire evacuation procedure and actions to be taken by staff and hirers at The Hilt. The safety of all occupants is our highest priority. It is essential that all staff, hirers and visitors, are familiar with these procedures and adhere to them in the event of a fire or fire alarm activation.

The purpose of this document is to clarify and simplify some of the responsibilities of a person who has hired the Hilt. It is in addition to and does not replace the *Booking Terms and Conditions of Hire* document that each hirer receives when booking.

As the responsible person for the event or group for which you have hired the centre, you have legal duties with regard to the safety of those persons attending or assisting with the event.

Advice in this leaflet has been based on the recommendations made in HM Government book Fire Risk Assessment for Small and Medium Places of Assembly. It lists the information that a temporarily responsible person should be aware of when hiring a community building.

General Health and Safety Information for visitors to the Hilt can be found on the Health and Safety Law notice on the internal notice board adjacent to Hocombe Hall.

1. Immediate Action Upon Discovering a Fire

- Raise the alarm by activating the nearest fire alarm call point.
- If safe to do so, alert others in the immediate vicinity.
- Do not attempt to tackle the fire unless you have received appropriate training and it is safe to do so.

2. Upon Hearing the Fire Alarm

- Cease all activities immediately.
- Evacuate the building by the nearest available exit – **do not use lifts**.
- Follow the fire exit signs and evacuation routes.
- Assist those who may need help evacuating, if it is safe to do so.
- Do not stop to collect personal belongings.
- Close doors behind you (if necessary, press top/side black button on white magnetic box) as you leave to slow the spread of fire and smoke.



3. Assembly Point

- Proceed directly to the designated fire assembly point: **REAR OF SPORTSHALL.**
- Remain at the assembly point and do not re-enter the building until authorised by the emergency services or centre management.

4. Review

This procedure will be reviewed annually and after each fire drill or incident to ensure its effectiveness and compliance with legal requirements.

For further information or clarification, please contact manager@thehilt.org.uk.