

## **FIRE EVACUATION GUIDELINES**

The project leader must **ALWAYS** sign in and keep a register of those who are working with them.

**ALL** users must be aware of the fire protocols for the centre; what to do in case of a fire, how to exit the building, where to meet (corner of Plender Street and Camden Street).

**ALL** users of the main hall must go out through the main hall **FIRE EXIT DOORS**.

**ALL** users of the offices/ meeting rooms/studio/snug/ must go out through the **MAIN ENTRANCE DOORS**.

**ALL** pitch users to go out the **SIDE PITCH EXIT GATE**, leading to Camden Street.

### **EVACUATION POINT:**

Cross the road to the corner of Plender Street and Camden Street, in front of the white square



### **EVACUATION POINT:**

Corner of Plender Street and Camden Street, in front of the white square



- Everyone to leave the building by the nearest exit when the fire alarm sounds, in some areas this could be a flashing red light.
  - Close but don't lock all doors and windows.
  - Don't stop to pick up valuables, bags etc.
- **FIRE MARSHALLS** to check all toilets and make sure that they are clear.
- Community activity/Room hire leaders to make sure that the register is brought out with the group.
- Meet at the corner of Plender Street and Camden Street, take the register and make sure that everyone is there.
- If anyone is missing, please report this to the Fire Marshall on duty they will be wearing a high-vis vest.

**Once the checks have been carried out, the Fire Marshalls will notify you when you can go back inside the building.**