

## 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.

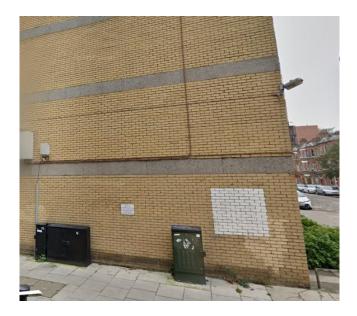
## **EVACUATION POINT:**

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.