

FIRE/EMERGENCY EVACUATION PROCEDURES

Voluntary Managed Community Centres

ON ARRIVAL AT THE COMMUNITY CENTRE FAMILIARISE YOURSELF WITH THE LOCATION OF FIRE EXITS AND FIRE FIGHTING EQUIPMENT.

FIRE PROCEDURE

- Alert other persons, asking them to vacate the building, by the nearest convenient exit, and assemble outside.
- Nominate someone to take overall control of the situation.
- The person in control should nominate a responsible person to dial 999 and call the fire brigade. (If the telephone cannot be safely reached, ask to use a neighbour).
- Despatch another responsible person to direct the emergency services.
- Check to ensure that all areas of the building have been evacuated.
- Assess the seriousness of the situation. If the fire is not serious decide whether you can tackle the blaze. **If in doubt leave it alone, as it can be highly dangerous to use the wrong type of extinguisher.**
- Contact the Community Centre Management Committee as soon as practicable to inform them of the fire. Alternatively telephone the Civic Centre on Newport 232826 (during office hours) to report the incident.
- A written report must be made of any incident, however small.

Never be afraid to evacuate the building and call the Fire Brigade if in doubt about an incident. You will not be criticised for doing so.

No one should be allowed to re-enter the building until authorised by the Fire Brigade.

UNDER NO CIRCUMSTANCES PLACE YOURSELF OR OTHERS IN ANY PERSONAL DANGER.



FIRE PRECAUTIONS

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- Ensure that all fire exits are clear and free from all debris
- Ensure that all electrical equipment and heaters/cookers are disconnected when not in use.
- Comply with specified "NO SMOKING" areas.
- Ensure that all rubbish is cleared up before you vacate the building.
- When vacating the building ensure the doors are closed.

