

If you spot smoke or suspect there is a fire

- Please locate the nearest fire alarm trigger point to set the alarm off – if it has not already been triggered by a smoke detector

When the Fire Alarms Sounds

- Please leave the centre by the nearest **Fire Exit**. They are situated on the first floor at each end of the corridor. **Do not use the Main Staircase or Lift unless prior discussions have allowed this.**
- **The Ground Floor Fire Exits are the Front Entrance and Entrance to/from the Car Park**
- Proceed to the **Fire Assembly Point** located on the far side of the car park by the **Oasis Building**
- Make sure you register your name with the **Designated Person** who will in turn report to the Fire Officer
- **DO NOT** leave the assembly point until you receive the all-clear from the Fire Officer

When leaving the Centre

- **DO NOT** use the staircase
- **DO NOT** use the lift unless otherwise instructed
- **DO NOT** go into any other area of the resource centre to collect any personal belongings
- **DO NOT** go into any other area of the resource centre in search of friends, colleagues or visitors
- Having left **DO NOT** return to the building under any circumstances

Each Organisation should have an appointed **Fire Marshall** on duty for the times that staff are on site. It is their responsibility to ensure that all staff/visitors have been evacuated to the designated assembly point

Should any training sessions or meetings be in progress the trainer/facilitator will be responsible for the safe evacuation of trainees/delegates.

Personal Emergency Evacuation Plan (PEEP)

PERSONS WITH MOBILITY IMPAIRMENTS ON THE FIRST FLOOR

- Any user with mobility impairments must use their adopted “buddy” (this will have been discussed by your group organiser on entry to the building) and wait in the refuge area. There will be arrangements made (which will already have been explained) to keep you informed throughout every stage of the evacuation, where you will also be told of when/how you will be brought to safety.
- Any user with mobility issues who can walk down the fire escape if aided should wait until the able bodied have been evacuated first. They can then use their “buddy” to assist them to safety.

The Resource Centre’s Deputy Fire Officer will check with each Fire Marshall from each organisation/meeting/training sessions that everyone has vacated the building and a roll call has taken place.

FIRE OFFICER: Andy Hayes – 07500 960601 (Call if not on site)

DEPUTY FIRE OFFICER: Member of Staff on Duty

- ❖ You will be notified if an alarm test is planned
- ❖ You will not be informed of any fire drills/practices. These will occur at regular intervals to ensure that all centre users are aware of the fire evacuation procedures.