

EMERGENCY PLAN

1. For Each Hire

- The "Responsible Person" shall be the person who signed the booking form unless otherwise agreed with the Booking Secretary.

2. At Commencement of Hire

The Responsible Person must:

- Be familiar with the layout of the Community Centre and the location of emergency exits, fire extinguishers etc. (A drawing showing this information can be found on the notice board.)
- Make sure all emergency exits are unlocked and unobstructed
- Be familiar with the location fire alarm
- Make sure all fire exit signs are switched
- Note there is a public phone box 50 metres to the west of the car park entrance on The Green.

3. Fire Action

When Discovering a Fire or Hearing the Fire Alarm

The Responsible Person must:

- If the fire alarm is not sounding then operate the nearest manual Call Point / Break Glass
- Advise all people in the Community Centre to leave by the nearest fire exit and go to the fire assembly point which is at the FRONT OF THE HEALTH CENTRE CAR PARK (CHECK)
- Make sure any impaired people receive the necessary assistance to evacuate.
- Check the Community Centre to ensure everyone is clear.
- Call the Fire Service by telephoning 999 or 0112 (Location is on Newick Village Green - Post Code BN8 4LB)
- When the Fire Service arrive tell them the location of the fire and confirm all people are out of the Community Centre
- Use fire extinguishers only if competent to do so and do not place yourself in danger
- Not allow anyone to return to the Centre until advised by the Fire Service.
- Advise Jenny Smerdon of the emergency on 01825 722 583
- If Jenny Smerdon does not answer ring Jed Jones on 01825 723 632

4. Any Other Emergency

The Responsible Person must:

- Evacuate as detailed above and call the emergency services as applicable.