



The Brook Way Activity Centre

Fire Procedure

- Any person discovering or suspecting a fire must immediately operate the “Break Glass” alarm point.

- The alarm points are situated:

To the right of the door to The Foyer when entering from outside (1)

Room B, left hand side of the patio doors opening to grassed area (2)

At the end of the corridor (the kitchen will be on the right hand side) to the left of the door (3)

To the right of the door to Workshop when entering from outside (4)

Please familiarise yourself with these points.

- Hirers must inform the caretaker at the start of their hire if there are any special requirements that to be considered in the event of an evacuation.

ON HEARING THE ALARM BELL

- Leave the building straight away & calmly by the nearest safe route and assemble at the **Fire Assembly Point which is to the left of the building by the tree (if exiting from main entrance) WALK DO NOT RUN.**
- The Fire Marshall (the Duty Leisure Assistant) will telephone the Fire Brigade on 999 without endangering personal safety.
- The hirer is responsible for the safe exit of children from the building to the Fire Assembly Point.
- **DO NOT** attempt to fire fight but leave the building immediately without taking time to gather personal possessions.
- **DO NOT** re-enter the building until told to do so by the Fire Brigade