



Fire Arrangements

Hiltingbury Community Centre (The Hilt)

The premises is linked to a monitoring service who will call the fire brigade should the fire alarm be activated. It is important, however, to ensure that any hirers or users of the building also call the fire brigade, as two calls are preferable.

On discovering a fire, the red break glass call point should be pressed, and all persons should proceed to evacuate the area/building. The person in Charge (who may be the hirer until a keyholder can arrive) should ensure that the building/area, as applicable, including toilets has been fully evacuated. Persons should proceed to the designated assembly point, **THE REAR OF THE SPORTSHALL** adjacent to The Hilt. No one should attempt to fight a fire unless trained to do so and if they feel it is within their capabilities. People are more important than buildings.

The fire brigade should be called by telephoning **999**. The building should **NOT** be re-entered until it has been declared safe to do so by the fire brigade.

Emergency exits are clearly marked and should be kept clear of obstructions at **ALL** times.

Fire drills will be conducted in the building for which Hiltingbury Community Association has the responsibility, and recorded in the fire log book.

Key holders are on the designated list on the notice boards.

Should the alarm be activated, a key holder will automatically be contacted by the monitoring station.

Hirer's will receive fire instructions by email.