

EMERGENCY PROCEDURE



Notice to all staff, user groups and individuals

1. When staff are in attendance, they will adopt the role of Lead Fire Marshall. When staff are not in attendance, regular user groups will appoint their own Fire Marshall.
2. Activate the fire alarm call point as you leave the building.
3. Leave the building by the nearest fire exit and move to the **fire assembly point** outside in the car park and **do not stop to collect personal belongings**.
4. Call the Fire Brigade at the earliest convenience, postcode is **SL9 9QX**.
5. When leaving the building ensure all doors are closed and the premises is fully evacuated including the toilets if it is safe to do so.
6. Do not re-enter the building until the Fire Brigade permit it. Please remember that this is for your own safety. Please note that our Fire Alarm is tested every Monday morning

See below for locations of call points, firefighting equipment, fire exits and first aid boxes:-

Call Point Alarms:

- In the foyer near the main entrance.
- Main Hall by the two fire exits.
- Tony Graham Room by the fire exit.
- Members Room
- Chiltern Room
- Apex Physiotherapy

Fire Exits:

- Main front entrance.
- Foyer.
- Tony Graham Room.
- Chiltern Room.
- Members Room.
- Apex Physiotherapy.

Fire Extinguishers:

- All rooms and the foyer

First Aid Boxes:

- Kitchen and small kitchen

NOTE: It is the responsibility of the hirer to take a register of all attendees in their group and to ensure all their party has evacuated the premises.



Assembly Point: at the left of the car park as you exit the centre from the main entrance

