

## LONG ITCHINGTON COMMUNITY CENTRE

### FIRE EMERGENCY PLAN

#### IF YOU ARE A PERSON IN CHARGE:

- YOU MUST **FAMILIARISE** YOURSELF WITH THE POSITIONS OF FIRE ALARM CALL POINTS, ALL EXITS, AND FIRE-FIGHTING EQUIPMENT
- ENSURE THAT ALL **EMERGENCY EXITS** ARE UNOBSTRUCTED AND CLEARLY VISIBLE
- DO NOT ALLOW THE BURNING OF UNSHIELDED **NAKED FLAMES** (CANDLES, INCENSE, ETC) AS THEY POSE AN OBVIOUS FIRE RISK
- MAKE SURE YOU KNOW EXACTLY **HOW MANY** ARE IN YOUR CHARGE
- DO NOT ALLOW UNAUTHORISED PERSONS INTO THE **KITCHEN** AREA
- ENSURE ALL ADULTS PRESENT HAVE **READ THESE RULES**
- IN THE EVENT OF AN INCIDENT YOUR CONTACT IS OUR **CARETAKER** ON **01926 817886** IF THERE IS NO REPLY RING 01926 815217

#### IF YOU DISCOVER A FIRE:

- **RAISE THE ALARM** BY BREAKING THE GLASS AT THE NEAREST FIRE ALARM CALL POINT
- ATTACK THE FIRE USING EQUIPMENT PROVIDED BUT ONLY IF F YOU CAN DO SO WITHOUT ENDANGERING YOURSELF OR OTHERS

#### IF YOU HEAR THE FIRE ALARM:

- **LEAVE PREMISES** IMMEDIATELY BY THE NEAREST AVAILABLE EXIT
- **DO NOT STOP** TO COLLECT PERSONAL BELONGINGS
- **CLOSE ALL DOORS** BEHIND YOU
- REPORT TO THE PERSON IN CHARGE AT THE **ASSEMBLY AREA** NEAR THE WILLOW TREE ON THE GREEN NEAR THE MAIN VEHICULAR ENTRANCE TO WEST OF THE SITE
- RESPECT ANY **INSTRUCTIONS** GIVEN BY THIS PERSON IN CHARGE
- ONLY COME BACK INTO THE BUILDING AFTER THE ALARM HAS STOPPED AND YOU HAVE BEEN TOLD TO **RE-ENTER**

**MAKE SURE THE FIRE BRIGADE HAS BEEN CALLED!**