

Fire Evacuation Plan for New Milton Community Centre

This notice is for all users of the Centre and you should familiarize your self with its contents and study the Escape Routs Plan should in the rooms.

- Should you discover a fire please press the nearest Break Glass panel.
- It is Receptions duty to call 999.
- On hearing the fire alarm bells you should immediately leave the premise only by the escape route shown for your location
- Please obey any instructions given over the Public Address system.
- **Do not** use the lift as it will be shut off by a Receptionist
- Any persons not able to descend the fire escape stairs from First Floor must wait at the top of the stairs which is designated as a **Place of Safety** for rescue by the Fire Brigade
- The leader of your group will have explained the procedure at various times to you
- Please do not stop to collect belongings or put things away
- Please do not attempt to remove your car from the car park.
- All persons must assemble at the **Designated Fire Assembly Point in the Spencer Road Car Park.**
- Your leader will have to check your names against the **attendance list** and report any missing persons and those left at a Place of Safety to the Receptionist in the Car Park so that this can be reported to The Fire Brigade.
- You must not reenter the building until given the all clear by the Fire Brigade.

Amended 14/01/20 R J Stevens