



South Brent Old School Community Centre Fire Evacuation Procedure

Introduction

South Brent Old School Community Centre is an open-access Centre without a permanent staff presence. It is therefore the responsibility of each individual and group who use the Centre to evacuate safely in the event of a fire.

Because there is no permanent staff presence, it is not possible to appoint Fire Marshals. Therefore, we recommend that the leader of each group / tenant / hirer should act as Fire Marshal for their own group / staff / volunteers / attendees. We therefore ask these people to familiarise themselves with this Fire Evacuation Procedure. We recommend you keep this document with your group register.

If You Discover a Fire

1. Activate the fire alarm

Press the black circle on one of the Call Points (red boxes) located at each emergency exit. (If the fire alarm is already sounding, there is no need to do this step).



2. Call the Fire Brigade on 999

- The fire alarm system is NOT automatically linked to the Fire Brigade.
- There is NO public telephone at the Centre, so please use a mobile phone.
- The address to give the emergency services is:

what3words location:

[graver.corkscrew.universes](https://www.what3words.com/graver.corkscrew.universes)

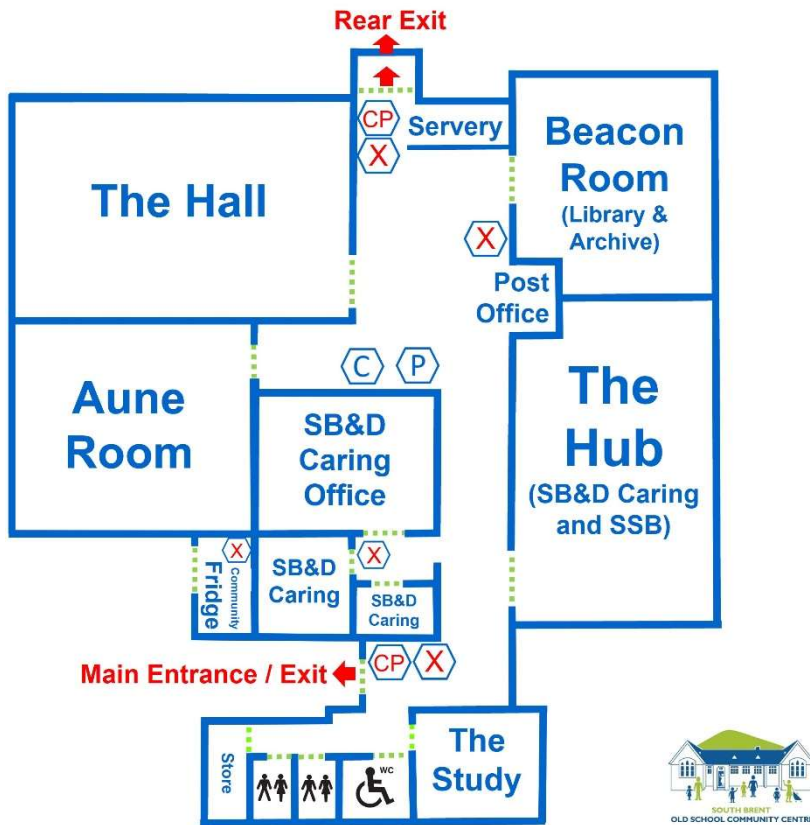
Old School Community Centre
Totnes Road
South Brent
TQ10 9BP

3. Leave the building by the nearest exit




- ✓ Help all the people in your group to leave the building. I.e. the attendees at your class / party / event / meeting etc.
- ✓ The last person out should check the toilets, if it is safe to do so.
- ✓ 'Clear & Close' – when you have checked that everyone has evacuated a room, close the door behind you to indicate that it has been cleared.
- ✓ Do not stop to collect personal belongings.
- ✓ If it is dark, emergency lighting will come on, and the fire exit signs will be illuminated.

The two emergency exits are shown in **red** on the Centre Layout plan overleaf. They are:

- **The main entrance/exit**
- **The rear exit by the Servery (kitchen area)**



CENTRE LAYOUT

- Internal Doors
-  Emergency Exit
-  Fire Extinguisher
-  Call Point  Press black spot to activate fire alarm
-  Photocopier
-  Public Computer

SB&D Caring = South Brent and District Caring
SSB = Sustainable South Brent

4. Assemble in the Car Park

- ✓ Assemble at the green Assembly Point sign in the car park.
- ✓ Check that all the people in your group/party/meeting have been evacuated.
- ✓ We strongly recommend you keep a register / list of the people in your group so that everyone can be accounted for.



5. Wait for the Emergency Services

- ✓ Do not re-enter the building until it has been declared safe to do so.

Fire Extinguishers

Fire extinguishers are provided throughout the building, and their locations are shown on the Centre Layout Plan above. However, we only recommend you use them if you are confident in doing so (instructions are printed on the extinguishers). The priority in a fire is to get people out of the building safely.