

IN THE EVENT OF A FIRE

1. Immediately operate the nearest fire alarm call-point.
2. Instruct all group members to evacuate the building immediately and proceed to the Assembly Point in the car park by the play park.
3. Call the Fire Brigade by dialling 999 and asking for FIRE.

When prompted the following details should be given:

The Buckland Centre

Gilbert Road

Newton Abbot

TQ12 4HS

 (01626) 206090

4. Attack fire, if possible, with appliance provided but without taking risk.

USE THE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

**DO NOT RE-ENTER BUILDING UNTIL ADVISED BY A
MEMBER OF THE FIRE SERVICE**

Newton Abbot CIC: Fire Safety Guidance for those using the Buckland Centre

1. Introduction

We want everyone who uses these premises to be safe and confident in responding in the unlikely event of a fire on the premises. Please take a moment to read and understand the guidance given below which outlines your responsibility with regard to fire safety and tells you what to do in the event of a fire.

2. Exit Routes

Be aware of the nearest fire exit and that your route to it is clear and unobstructed. Make sure everyone you are responsible for is aware of these arrangements at the start of each meeting/event/session.

Be aware of anyone who is with you who will need special arrangements to exit the building such as a physically disabled as well as those with hearing and sight problems. Nominate appropriate individual(s) to help them exit the building using the designated route.

3. On suspicion or discovery of a fire or on hearing the alarm

On discovery of activate the fire alarm by activating the nearest call point.

- ✓ Leave calmly and quickly through the nearest fire exit.
- ✓ Do not stop to collect your possessions
- ✓ Assemble in the car park by the play park
- ✓ Telephone the emergency services
- ✓ Do not attempt to fight the fire using the equipment provided unless it is safe to do so