

## Fire Safety

**On hearing the alarm the hirer, their guests and all others present in the building MUST evacuate immediately.**

**WHERE POSSIBLE EVACUATE TO THE PRIMARY ASSEMBLY POINT  
Primary Assembly Point is Creed Street Car Park (opposite)  
Exit via the building and follow the green signs.**

- Hirers and all present in the building must ensure that they are fully familiar with the safety precautions and evacuation procedures of the Centre. Parents remain responsible for their own children
- The named hirer/s and any members of staff present are responsible for ensuring that all guests and parents are aware of evacuation procedures and assembly points and they remain responsible for ensuring their guests/parents and children evacuate
- No obstructions should be placed in gangways or in front of emergency exits, and such exits must be available for free access at all times
- Fire-fighting apparatus at the premises should only be used for its intended purposes and only by trained personnel.
- The emergency lighting supply is turned on and will illuminate all emergency exits.
- **On hearing the alarm, all those present in the building MUST evacuate immediately, even if no fire is apparent. Call 999/112**
- All should assemble at evacuation point and **MUST NOT** re-enter the building without the authorisation of the Fire Brigade or a member of the Community Centre staff
- For effective safety and fire prevention, all activities undertaken, equipment used (including electrical) and the use of decorations and balloons must be discussed and agreed with the Centre Manager in advanced of the hire period.
- No highly flammable substances or materials, or activities which could pose a fire risk should be brought onto or used in any part of the premises, indoors or out. **This includes fireworks.**
- **Smoking is not permitted inside the Community Centre.**