

## Emergency Evacuation Procedures

Location:	The Woodland Community Centre, 55 Savernake Way, Fair Oak, SO50 7FA  Horton Heath Community Hall, Botley Road, Horton Heath, SO50 7PF  Roger Smith Conference Suite, 2 Knowle Park Lane, Fair Oak, SO50 7GL
Fire Marshalls:	All Parish Council staff, Registered Key Holders & Prime Hirers
Fire Assembly Point:	By Green Muster Sign in the car park

### **POSSIBLE REASONS FOR EVACUATION OF THE BUILDING:**

1. Fire
2. Power Cut
3. Suspicious Package

The sounding of the alarm always means EVACUATE.

### **IF YOU DISCOVER A FIRE/HEAR THE FIRE ALARM**

1. Raise the alarm by breaking the glass at the nearest alarm point.
2. Call 999
3. If possible attack the fire with appliances provided, but DO NOT take any personal risks. If you have used one extinguisher and the fire is still going – it is now out of your control.
4. Calmly leave the building by the nearest fires exit. Do not run.
5. If you are leading a group, lead them to the fire assembly point.
6. Close windows and doors as you leave if possible.
7. Do not stop to collect personal belongings.
8. Proceed to the fire assembly point.
9. Assemble at the fire assembly point calmly and quietly.
10. Wait for the fire marshal to complete the roll call – answer clearly when your name is called.
11. Do not re-enter the building until the fire marshal or fire brigade gives the all clear.