

# **CROWBOROUGH COMMUNITY CENTRE**

## **FIRE EVACUATION PROCEDURES**

- It is the responsibility of the hirer to report a fire to the CCC Duty Manager and/or the Emergency Services.
- When the fire alarm sounds the building must be evacuated by all occupants using the nearest fire exit. Do not stop to gather belongings or pack away equipment or go to another part of the building.
- Do not use the lift.
- Occupants evacuating from the ground floor should assemble in the car park at the front of CCC (Assembly Point A).
- Occupants evacuating from the lower ground floor should assemble in the Wealden car park at the side of the building adjoining Beacon Road (Assembly Point B).
- If any person, disabled or otherwise, is unable to reach the assembly point, the organiser/group leader must advise the Duty Manager immediately.
- The organisers/group leaders of occupants are responsible for checking that all members of their group are evacuated from the building. Then they should report to the Duty Manager who will be stationed at Assembly point A.
- No one should re-enter the building until the Fire Brigade has confirmed that it is safe to do so.

May 2017