

## The Education Centre, Junction Road, Norton Fire Evacuation Procedure

In order to protect and maintain the safety of staff, students and visitors to The Education Centre please note the following points with regard to Fire Safety Procedures:

### General Points

- If you discover a fire please raise the alarm by using the nearest Break Glass Point and then vacate the building. Do **NOT** attempt to fight the fire yourself.
- Make yourself familiar with:-
  - The locations of Fire Exits – as detailed on **Wall Map** of Centre
  - 'Fire Alarm – Break Glass Points' which are situated at every Exit Door
  - Fire Extinguishers
  - Evacuation Route and Assembly Point – Identified on **Wall Map**
- Do NOT wedge open any doors in the centre
- Do NOT block any exits, doorways or stairwells
- Although Fire Wardens will be deployed to check each area of the building, each Tutor or Course/Meeting leader must take responsibility for ensuring that their delegates are safely evacuated from the building and are present at the Evacuation Point. They must then be able to confirm this to the Fire Warden when requested. Anyone who is disabled or may require special assistance must be identified and their needs taken into consideration.

### On Hearing a Fire Alarm

- Leave the building promptly by the nearest available Fire Exit following your identified Fire Evacuation Route.
- Remember to shut doors behind you where possible.
- If you find smoke is blocking your exit then go to your next nearest Fire Exit. Do **NOT** attempt to use this exit.
- Do **NOT** block any exits.
- Once you have evacuated the building move away from the Centre and gather at the Fire Assembly Point.
- Do **NOT** go back into the building under any circumstances until you are specifically told to do so by a member of the Fire Brigade. Please note the silencing of the alarms is **NOT** a signal to re-enter the building.
- If there are disabled people, injured people or others who cannot leave the building then inform the Fire Wardens of exactly where they are in the building. Do **NOT** try to assist them yourself.

**Thank you for your co-operation**