

The Local Community Centre

EMERGENCY EVACUATION PLAN

IN THE EVENT OF FIRE

EMERGENCY NUMBERS

Dial: 999 – to summon Fire Brigade
&
07931 716635 – to report fire to
TLCC Management

EVACUATION PROCEDURE

- **Follow instructions where given by Staff, or Senior Group/Club Organiser**
- **Activate manual call-point (break glass) Fire Alarm(s)**
- **Leave the building by the nearest Emergency Exit**
- **DO NOT delay to collect personal possessions**
- **Assist persons with disabilities, as necessary**
- **Proceed calmly to the designated Assembly Point**
- **Report to a member of Staff, or Senior Group/Club Organiser**
- **DO NOT re-enter the building until advised that it is safe to do so**