**HARROLD CENTRE**

**EMERGENCY EVACUATION AND FIRE PROCEDURES**

In the event of a fire or an emergency evacuation of the building, hirers and users should follow these procedures:

* Sound the alarm at the nearest manual fire alarm call point
* Leave the building in an orderly manner by the nearest available exit
* Close all doors behind you
* Ensure that children, the elderly and disabled persons are assisted
* Proceed to main assembly point at the front of the building
* Do not stop to collect personal belongings
* Do not re-enter the building until you are told it is safe to do so
* Fire extinguishers are located in the Kitchen, Connolly Hall, Atrium and lobby adjacent to Charles Pettit Room
* A fire blanket for smothering certain types of fire is available in the Kitchen
* Attempts to extinguish the outbreak of fire using the provided appliances should only be attempted if it is considered safe to do so
* Call the Fire Brigade by dialling 999 if the fire cannot be safely extinguished. The location is:

Harrold Centre, High Street, Harrold, Bedfordshire MK43 7BH

**Signed:**

Phil Briggs – Chairman of Management Committee

**Date:** 13th January 2020