

# Fire Evacuation Procedure

## The Britwell Centre

Wentworth Avenue, Slough, SL2 2DS

You will need to make sure that you know where the nearest exit is if using a room. It will either be through the front door or at the end of a corridor.

If you are using the hall you can escape through the orange doors at the side of the hall.

Before starting any event in the hall, ensure that the thumb locks on the fire exit doors are released so that they open by pushing- you can evacuate through these doors, turn left and through the fence door, and then go round the building to the carpark outside the Coop.

You need to make sure these doors are locked again at the end of your booking.

### **FIRE ALARM:**

**THE FIRE ALARM IS A CONTINUOUS SIREN**

### **ASSEMBLY POINT:**

**at the Britwell Centre Car Park, Bin Store area**

### **IF YOU DISCOVER A FIRE:**

**SOUND THE ALARM- THESE ARE LOCATED BY THE FIRE EXITS**

**EVACUATE THE BUILDING BY THE NEAREST POSSIBLE EXIT AND PROCEED TO THE ASSEMBLY POINT.**

**IF YOU ARE USING THE CENTRE AND THE LIBRARY IS OPEN, MAKE SURE THAT EVERYONE IN YOUR GROUP HAS LEFT THE BUILDING AND REPORT TO THE IDENTIFIED DUTY OFFICER, WHO IS THE MOST SENIOR MEMBER OF LIBRARY STAFF.**

**IF THE LIBRARY IS NOT OPEN, INFORM THE CARETAKER ON THE MOBILE NUMBER PROVIDED/DISPLAYED OUTSIDE THE CENTRE OR CALL THE CARETAKER EMERGENCY NO  
0777 1555 869**

### **ON HEARING THE ALARM:**

**IF USING HALL : THE FIRE EXITS ARE AT THE SIDE OF THE HALL, TURN LEFT, THROUGH THE GATE AND THEN ROUND THE BUILDING. IF YOU ARE UNABLE TO EVACUATE USING THIS ROUTE YOU CAN EVACUATE THROUGH THE LIBRARY BUT WILL NEED TO OPERATE BREAK GLASS POINTS TO RELEASE THE DOORS.**

**IF USING ROOMS : THE FIRE EXIT IS EITHER THROUGH THE LIBRARY TO THE FRONT DOOR OR DOWN ONE OF THE CORRIDORS INDICATED BY SIGNAGE**

**MAKE SURE YOU KNOW THE NEXT POSSIBLE EXIT IN CASE THE ROUTE YOU'VE PLANNED IS  
BLOCKED. ALWAYS TAKE THE SHORTEST SAFE ROUTE.**

**ENSURE VISITORS ARE GUIDED OUT OF THE BUILDING AND KNOW WHERE TO ASSEMBLE.**

**PLEASE MAKE SURE YOU HAVE A WRITTEN LIST OF ALL PEOPLE ATTENDING YOUR EVENT/CLASS  
AND MAKE SURE EVERYONE ON YOU LIST IS PRESENT AT ASSEMBLY POINT. REPORT MISSING  
PERSONS TO DUTY OFFICER OR FIRE BRIGADE.**

**IF IT IS SAFE TO DO SO, CLOSE ALL DOORS BEHIND YOU.**

**DO NOT:  
PANIC OR RUN  
COLLECT PERSONAL BELONGINGS  
GATHER IN ALTERNATIVE AREAS OTHER THAN THE ASSEMBLY POINT**

**NO ONE SHOULD RE-ENTER THE BUILDING UNTIL THEY ARE INSTRUCTED IT IS SAFE TO DO SO BY  
THE FIRE BRIGADE OR OTHER AUTHORITY.**

**Customers Signature .....Date .....Number of people attending .....**  
**The signing of this procedure implies the full acceptance of the above regulations and will also apply  
to any additional bookings you make after the signing of this procedure.**