

## **ACTION TO TAKE IN THE EVENT OF FIRE**

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

- RAISE THE ALARM BY SHOUTING FIRE AND BY PRESSING THE NEAREST FIRE ALARM BUTTON

### **WHEN YOU HEAR THE FIRE ALARM:**

- EXIT THE BUILDING IMMEDIATELY VIA THE NEAREST FIRE EXIT
- CALL THE FIRE BRIGADE BY DIALLING 999. THIS BUILDING IS THE BROWNLOW CENTRE, CLAYPIT ST. SY13 1LF
  - WHAT3WORDS LOCATIONS.
    - EAST ENTRANCE = FLOP.FLOPPED.THRUSTERS
    - WEST ENTRANCE = MATERIAL.FUSS.WOVE
- LOCATE TO ASSEMBLY POINT AT THE BOTTOM OF THE CAR PARK
- STAY IN YOUR GROUP UNTIL THE ALL CLEAR IS GIVEN

### **GROUP OR PARTY ORGANISERS MUST:**

- CHECK TOILETS BEFORE LEAVING THE BUILDING
- AT THE ASSEMBLY POINT, TAKE A ROLL CALL/HEAD COUNT OF THEIR GROUP
- MAKE SURE THE EMERGENCY SERVICES HAVE BEEN CALLED
- KEEP A COPY OF THESE PROCEDURES WITH/ON THEM AS A CHECK LIST WHILE USING THE BROWNLOW COMMUNITY CENTRE