



Fire Evacuation Policy Northway Community Hub

In the event of a fire:

If staff are working in the building, then they must call the Fire Brigade/Emergency Services.

If Hirers are in the building, then they must call the Fire Brigade/Emergency Services.

The premises should be vacated leaving through the front doors and everyone should gather at the Fire Muster Point which is situated in Lee Walk, with any overspill of people going to the grassed area in Lee Road (opposite shops) and awaiting there until further instructions. No one will be allowed to return to the building unless it is safe to do so or advised by a Fire Officer.

Details of where all the extinguishers are can be accessed on a sheet at both the back and front door.

Utilities:	Water	The STOPCOCK is located under the kitchen sink
	Electricity	The CONSUMER UNITS are situated through the door in the Ray Shill Room
	Gas	The METER is sited outside through the entrance door (Lee Walk side) turn left and go through wood gate at the side of the building.

Adopted Policy MIN REF GP/84/15
Amended Policy Min Ref GP/67/19
Amended Policy Min Ref GP/38 /21
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