

EMERGENCY ACTION PLAN (COMMUNITY CENTRE USERS)

Trawden Forest Community Centre
Church Street, Trawden
Colne, BB8 8RU

The purpose of this Emergency Action Plan is to ensure that Users of the Community Centre know what to do in the event of an emergency/fire situation to ensure safe evacuation of the building.

IN THE EVENT OF AN EMERGENCY

On discovering a fire or other emergency, activate the fire alarm by pressing the button on one of the emergency break glass units (situated near the main entrance and both fire exits)

On hearing the fire alarm:

1. Immediately leave the building through one of the three emergency exits:
 - a. Main Entrance
 - b. Rear of the Main Hall
 - c. Side door of the Lounge

Make sure you know the next possible exit in case the route you've planned is blocked. Always take the shortest safest route.

Ensure any guests are guided out of the building and know where to assemble.

If it is safe to do so, close all doors behind you. DO NOT panic or run, DO NOT collect personal belongings, DO NOT gather in areas other than the assembly point.

2. Call for Help
 - a. Call the Fire Brigade 999
 - b. Inform any of the Community Centre (Fire Marshal) Contacts below
3. Assemble at the Assembly Point (GRASS AREA BETWEEN COMMUNITY CENTRE AND SHOP CAR PARKS) away from the building.
4. Wait at the Assembly Point until the Fire Brigade or a Fire Marshal (see below) has stated it is safe to return to the building.

KEY CONTACTS / FIRE MARSHALS

Ann Boocock	Helen Hodkinson	Liz Berridge
07914 764899	07875 917755	07594 406773