

FIRE PROCEDURE

THE SPACE CENTRE

CLIENTS MUST NOT BE LEFT UNATTENDED

DISCOVERING /OR SUSPECTING FIRE OR SMOKE

- 1 Break glass on nearest fire alarm point immediately**
- 2 FIRE EXITS**
 - Main entrance doors in the front hall**
 - Rear exit door at toilet end of main corridor**
 - In the SPACE room opposite the base of the slide – break glass with hammer provided then move lever to the right to exit.**
- 3 Evacuate from the nearest fire exit to :**
 - Back car park through the metal gates if open**
 - If gates are locked, car park is accessible through the pedestrian gate on the right of the SPACE building.**
 - If fire is in the toilet area and the metal gates are locked, evacuate to the walled corner of the front car park outside the Willows.**
- 4 When the fire register has been taken, if necessary clients and carers may return to vehicles if safe to do so.**

ON HEARING THE FIRE ALARM

- 1 Leave the building quietly and calmly by the nearest available exit.**
- 2 Ensure a member of SPACE staff has alerted the fire brigade.**
- 3 Evacuate the building as detailed above.**

REMEMBER

- 1 Close all doors behind you as you leave the building.**
- 2 Make sure the Fire Brigade has been called.**
- 3 Know the various ways out of the building.**

NOTE:

By ticking the terms and conditions on the on-line booking form, you have agreed to the above policy