

# FIRE Evacuation Plan

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” and is DESIGNATED THE PERSON IN CHARGE OF THE BUILDING DURING YOUR HIRE PERIOD.**

**It is advisable to take a note of the name of everyone attending your event.**

**1: In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible: Brent Hub - on greenery near Fawood Children's Centre. Following Hilltop Avenue, the road next to Brent Hub. Tokyngton: On the basketball court, near the car park. A Roll Call should be taken. Fire exits are on 1<sup>st</sup> floor inside of hall leading into flats, 1<sup>st</sup> floor entrance into hall leading back to ground floor building entrance/exit, ground floor entrance, Ground floor rear down leading into car park, Lower ground to the rear of building, Lower ground plant room leading in lower ground car park. Follow evacuation signs towards fire evacuation point.**

**2: NO MATTER HOW SMALL THE FIRE CALL THE FIRE BRIGADE**

**Dial 999** and give this address: DHI, Brent Hub Community Enterprise Centre, 6 Hillside, Stonebridge, London, NW10 8BN (landmark: Next to Tesco, Hilltop Avenue/Shakespeare Road OR Near NHS).

3: The Responsible Person should ensure that once the Hall/room has been evacuated, that members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position

5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is safe and are **ENTIRELY AT YOUR OWN RISK - PLEASE DO NOT BE A HERO. If in any doubt get out of the building.**

6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, please call 07482731099 to inform the Centre Manager.

7: All incidents no matter how small have to be reported to DHI or written in the comments book located on 1<sup>st</sup> floor kitchen or reception (ground floor).

**Assembly point location:** Fawood Children's Centre, 35 Fawood Avenue, Stonebridge, London NW10 8DX