

**LONDON WELSH SCHOOL**  
**YSGOL GYMRAEG LLUNDAIN**

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**HEALTH AND SAFETY POLICY**  
**APPENDIX B**  
**FIRE EVACUATION PLAN**

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## **HANWELL COMMUNITY CENTRE** **FIRE EVACUATION PROCEDURE**

### **If You Discover a Fire:**

1. Sound the fire alarm by breaking the glass on the nearest alarm box, to avoid the risk of cuts do not break the glass with your bare hand, use a shoe or pencil etc.
2. Dial 999 the operator will take details from you and call the Fire brigade.
3. Only tackle the fire if it's in your ability, if you are in any doubt leave it.

When leaving the building report to the Centre / Duty Manager or a member of staff. Let them know where the fire is situated, confirm that you have called the emergency number, then go to the assembly point.

### **If you Hear the Fire Alarm:**

Leave the building by the most convenient route.

### **On leaving the Building:**

- Switch off all electrical appliances if this can be done without increasing personal risk.
- Do not stop to gather belongings.
- If you are the last to leave the room, close the door.

### **Assembly:**

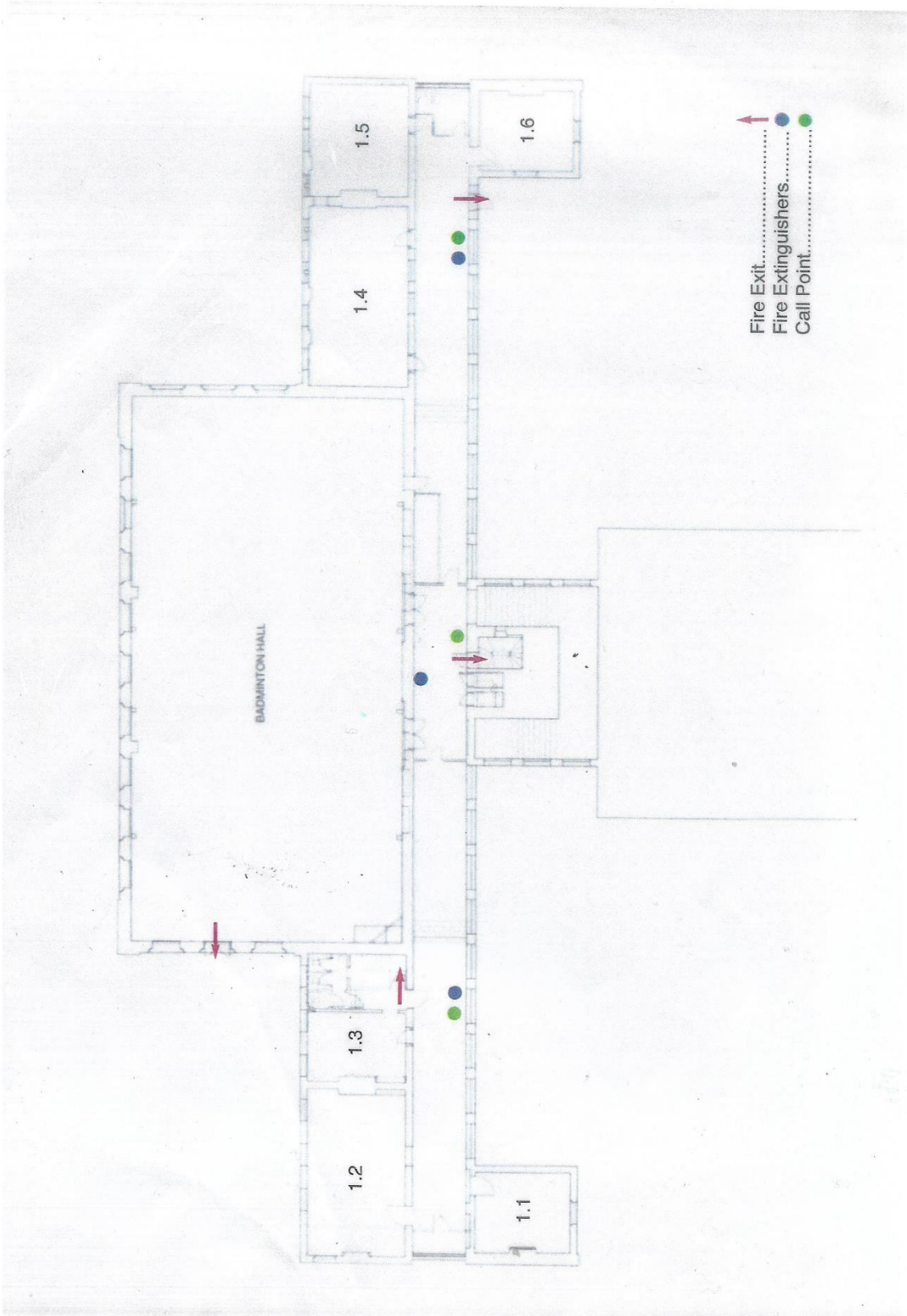
When you leave the building meet at the assembly area which is in the Hanwell Community Centre car park, situated at the front of the building. Look around for colleagues or users who are participating in a joint activity and inform the Centre / Duty Manager or member of staff if anyone is missing.

- **Do not re-enter** the building until instructed that it is safe to do so by the Centre / Duty Manager, member of staff or the fire Brigade officer.
- **Do not leave** the assembly area as you might be thought to be missing and still inside the building.
- **Do not remove** your car unless you are asked to do so.
- There is no such thing as a false alarm, should the fire alarm sound, the building is to be evacuated even if it is obvious that the alarm was let off accidentally.

### **Action For Today:**

1. Find out where the nearest fire alarm call point is.
2. Find out where the nearest emergency exits are.
3. Be sure you know where the assembly point is.
4. Find out where the fire extinguishers are located on your floor and read the operating instructions on them.

Centre Manager  
Hanwell Community Centre



Fire Exit.....  
Fire Extinguishers.....  
Call Point.....