

Fire Evacuation Procedure

The Community Centre Committee has a Risk assessment and fire procedures in place and are responsible for the maintenance of equipment for the building.

In addition to these procedures the Hub operates a series of additional safeguards for the café of Children and Young people in their care.

In the event of a fire/fire alarm the following actions will be taken.

1. Upon hearing the alarm children will be asked to line up slowly and quietly at the fire exit door, situated in the bar area.
2. A member of staff will escort the children out of the building and round to the fire assemble point, situated near the entrance to the community centre. On the way out the staff member will pick up the register situated on the table next to the fire exit.
3. During the above procedure and dependent on the area of the fire, a member of staff will sweep the main room and toilet area, ensuring all children are safely in the line.
4. Once all children and staff are safely out a member of staff will take the register, ensuring everyone is present.

