



# **PENISTONE TOWN COUNCIL**

# **EMERGENCY PROCEDURES**

## **ST JOHN'S COMMUNITY CENTRE**

CHURCH STREET, PENISTONE, SHEFFIELD, S36 6AR

**FOR:** NAMED HIRER/PERSON IN CHARGE OF GROUP/ORGANISATION

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### **EMERGENCY PROCEDURE**

It is essential you familiarise yourself with the locations of the fire fighting equipment and emergency exits (plan of building overleaf).

### **ON DISCOVERING A FIRE**

Sound the alarm by ringing the fire bell

- Bell located in Main Hall near the main entrance
- Bell located in the Lower Hall near the blackboard

### **DIAL 999 and inform the EMERGENCY SERVICES**

### **EVACUATE BUILDING**

Check the building is clear – especially ALL cloakrooms, kitchens, toilets and storerooms.

If the main entrance is not to be used ENSURE DOOR IS CLOSED, ALLOWING NO-ONE TO ENTER.

People should assemble in the National School Playground (car park).

### **WAIT FOR EMERGENCY SERVICES TO ARRIVE**

I have read and understood this procedure

Signed.....

Date.....

**PLEASE NOTE: YOUR GROUP IS RESPONSIBLE FOR HAVING AN ELECTED FIRE MARSHALL WHO IS FAMILIAR WITH EMERGENCY PROCEDURES.**