



## FIRE INSTRUCTIONS

To ensure compliance with the 'Regulatory Reform' (Fire Safety) Order 2005' and in the interest of safety, hirers must read and comply with these site-specific fire instructions.

If you have any queries, please ask for advice from the Centre Manager or Caretaker on duty.

**There are FIRE DETECTORS in the following areas:**

**Zone 1 - Front Extension Area,**

**Zone 2 - Ground Floor**

**Zone 3 - First Floor**

**Zone 4 - Basement**

### FIRE OFFICERS

All Heene Groups and anyone who hires a room/s at Heene Community Centre are required to provide a Fire Officer for their event/s. They must be over 21 years of age and be present for the entire duration of the hire.

### FAYRES OR SIMILAR EVENTS

Individual stall holders at markets, fairs, etc are required to comply with these instructions and are responsible for their own safety and the safety of other users/visitors. They must be familiar with our site-specific Emergency Evacuation Procedures.

### EMERGENCY EVACUATION

Should a fire break out the alarm should be raised immediately by activation of the nearest break glass call point. Upon activation of the fire alarm the designated Fire Officer/s must immediately proceed to their allocated fire exit. They must ensure that no one re-enters the building. Once everyone has evacuated the building they should exit the building themselves, taking the attendance register with them and closing the door/s behind them.

Do not stop for personal belongings.

**REMEMBER TO CALL 999**

The Heene Community Centre is not connected to the Fire Station's main call centre.

**Our address is: Heene Community Centre  
122 Heene Road, Worthing BN11 4PL  
(Corner of Heene Road and Winchester Road)**

Liaise with Fire Service upon their arrival.

### EVACUATION ASSEMBLY POINT

Proceed to the nearest designated Assembly Points indicated on room plans.

These procedures are to be used at all times whether or not the office is open.