

EMERGENCY FIRE PROCEDURES

Hirers must ensure they are familiar with the following information. It is strongly recommended that you practise emergency fire procedures with your group if you are a regular user.

IN THE EVENT OF FIRE

1. Break glass on one of the red Emergency Fire alarm boxes located in the Centre to sound the alarm.

Break glass Fire Alarms are located in:

Reception - by internal front door

Large Youth room - by north side fire exit

Upstairs Hall - by north side fire exit

Upstairs corridor - top of stairs

2. Leave the building immediately using the nearest Emergency Exit.

3. Telephone 999 and **Ask for FIRE BRIGADE** please give full address of the Centre:

the Kenilworth Centre,

Abbey End Car Park, Abbey End

Kenilworth CV8 1QJ

What3words: /// cross.splash.sheep

Inform them where the fire is located within the building.

4. Group Leader/Organiser to check all rooms and toilets if safe to do so, to ensure everyone has evacuated the building.

5. **ASSEMBLE at the BICYCLE PARK in FRONT of tKC, by the garages, safely away from the building.**

6. Check attendance register to ensure all persons are accounted for.

7. Do not re-enter the building until the Fire Brigade have confirmed that it is safe to do so.

8. Notify tKC as follows:

For False alarms: Please phone the Centre on **01926 855205** the following day to advise staff of the incident or leave a message on the answer phone.

In the event of a Fire:

After phoning 999, please call TheKenilworthCentre out of hours contact number: **01926 359 664**