

FIRE EMERGENCY ACTION NOTICE

Plymouth Local Meeting, Quaker House

If the fire alarm goes off at any time it should be treated as an emergency.

You will be informed if there is a fire safety check in the premises.

The building is fitted with a number of smoke and heat sensors that will automatically trigger the fire alarms in the event of a fire or smoke. The alarm is a loud siren sound that can be heard everywhere in the building.

There is **not** a public phone on the premises – so the person who booked the room/**the group leader/the lead person for that booked event, must make sure that: EITHER** they have access to a mobile phone within the group **OR** they are familiar with the location of the two public payphones on the opposite side of Mutley Plain.

In the event of the **fire alarm sounding:**

- **Don't panic!**
- **Go immediately, without rushing, to the nearest fire exit and leave the building.**
- **Gather in the street to the front of the building, near the Bus Stop outside Swarthmore OR in the road at the back of the building beyond the back gates at the muster point as signed.**
- **Don't waste time collecting your belongings.**
- **Do not attempt to tackle the fire.**
- **Don't re-enter the building until you are told it is safe to do so.**

Please also note that:

- **The group leader/the lead person for that booked event, is responsible for the safety of others with them.**
- Parents are reminded that they have full responsibility for the safety of their children.
- The stairs are unguarded so please take care for your youngsters.
- There are toilets in the building – please check them for anyone left behind as you make your way out.