

EMERGENCY ACTION PLAN

St Johns Community Centre, Packhorse Drive, Enderby, Leicester, LE19 2RN

The purpose of this Emergency Action Plan is to ensure that all hirers, employees and visitors to St Johns Community Centre know what to do in the event of an emergency/fire situation to ensure safe evacuation of the building.

IN THE EVENT OF AN EMERGENCY

On hearing the fire alarm, discovering a fire or being informed of an emergency:

1. Raise the alarm by:
 - Shouting Fire
 - Pressing any emergency break glass unit that is available if the alarm is not already sounding (these are located at both exits to the building and in the kitchen).
2. Advise anyone in the building not to collect personal belongings and to make their way to the nearest exit (Main Entrance and Rear Exit).
3. If possible, carry out a sweep of the building, kitchen and toilets to assist/ensure that each person has safely evacuated.
4. Call the Fire Brigade 999.
5. Assemble at the Assembly Point (CAR PARK).
6. Wait at the Assembly Point until the person responsible (Lead Hirer) has conducted a roll call. Only after the Fire Brigade has stated it is safe to do so, should you return to the building.
7. Please call Enderby Parish Council to report the incident (See numbers below).

IN THE EVENT OF A FALSE ALARM

1. In the event of a false alarm, enter the code **2143** (using the vertical number panel) in to the alarm panel located in the hallway. Press silence sound/resound sounders button (**RED BUTTON**).
2. If the sound becomes muted you have successfully deactivated the alarm. Press the Control Panel reset button (**GREEN BUTTON**).
3. If the sound continues, then the fire detectors and/or the fire glass box points will need resetting.
4. Please call Enderby Parish Council to report the incident or request further assistance:

Monday to Friday 9am to 12 Noon Enderby Parish Council Office: 0116 2753711

At all other times please call:

07857018101 (Stephen Briggs – Caretaker)

07857019484 (Trevor Hillier – Caretaker)

07377404850 (Clerk)