



GOAN COMMUNITY CENTRE

FIRE EVACUATION PROCEDURE

Appletree Road, London N17 6SH

In the Event of Fire

If you discover a fire:

1. Raise the alarm immediately by activating the nearest fire alarm call point (if fitted) or shouting **"FIRE!"**.
2. Call **999** and ask for the **Fire & Rescue Service**.
3. Only attempt to extinguish a fire if:
 - o you have been trained to use the fire extinguisher; and
 - o it is safe to do so.

DO NOT put yourself or others at risk.

Fire Action



IF YOU DISCOVER A FIRE

1. Raise the alarm immediately.
2. Leave the building by the nearest safe exit.
3. Do not collect personal belongings.
4. Go directly to the Muster Point.
5. Call 999 and ask for Fire & Rescue.
6. Do not re-enter the building until authorised.



 **Emergency: 999**

If the Fire Alarm Sounds

Everyone must:

- Stop all activities immediately.
- Leave the building using the nearest safe fire exit.
- Do not stop to collect personal belongings.
- Close doors behind you where possible.
- Assist children, elderly persons and anyone requiring additional support.
- Proceed directly to the designated **Muster Point**.

Muster Point



ASSEMBLY / MUSTER POINT

Junction of Apple Tree Road and Keston Road

After leaving the building, go directly to the Muster Point and remain there until instructed otherwise.

Once outside:

- Go directly to the Muster Point.
- Stay together as a group.
- Do not leave the area until instructed.
- The Hirer should account for all guests where reasonably possible.

Fire Exits

Please familiarise yourself with all available emergency exits before your event begins.

- Use the nearest available safe exit.
- Do not use any route that is blocked by smoke or fire.
- Keep all escape routes clear at all times.
- Do not obstruct emergency exit doors.

↓ EVACUATION ROUTE ↓



Follow GREEN arrows to nearest EXIT

 **YOU ARE HERE** →  **EXIT** →  **MUSTER POINT**



DO NOT RE-ENTER THE BUILDING

**Until authorised by the London Fire Brigade or an authorised representative of
GOAN Community Centre.**

Responsibilities of the Hirer

The Hirer must:

- make themselves familiar with this Fire Evacuation Plan before the event begins;
- identify the nearest fire exits;
- ensure escape routes remain unobstructed throughout the booking;
- inform guests of the location of the emergency exits where appropriate;
- ensure the maximum occupancy of **60 seated guests** is not exceeded;
- cooperate fully with emergency services if required.

Fire Safety Equipment

Fire extinguishers and other fire safety equipment are provided throughout the Centre.

These must only be used in an emergency.

They must not be removed, tampered with or obstructed.

Important Safety Rules

- No smoking or vaping inside the building.
- No candles or naked flames unless specifically authorised.
- Do not tamper with fire alarms, smoke detectors, or extinguishers.
- Keep all fire exits clear.
- Report any fire hazards immediately.

Emergency Telephone Numbers

Emergency Services: 999

Ask for:

- Fire
- Police
- Ambulance



FIRE SAFETY REMINDER

**STOP
LEAVE
ASSEMBLE**

If you hear the fire alarm, leave immediately and assemble at:

Apple Tree Road / Keston Road Junction

 **Emergency: 999**