

LEASOWE COMMUNITY CENTRE PROCEDURES LIST

FIRE PRECAUTIONS PROCEDURES

On discovery or suspicion of fire

1. Raise the alarm
2. Evacuate the premises immediately
3. Call the Fire Brigade (dial 999 - a telephone is situated both upstairs and downstairs in reception).

On hearing the alarm

1. Evacuate the premises by the nearest available route. ***(Only use the route into the play area if no other route is available. Assemble far right corner).***
2. Children should be supervised at the assembly point at the front of the building.
3. A roll call should be taken to ensure that all persons are accounted for.

The Fire Assembly Point is safe

Fire Alarm: The back of the car park at the front of the building.
Bomb Threat: Entrance on Twickenham Drive on verge.

N.B. ALL ROLLER SHUTTERS MUST BE LOCKED IN THE OPEN POSITION WHEN THE BUILDING IS IN USE.

Do not block any fire exit in any way.

Fire Exits are for emergencies ONLY - keep closed at all times.

FIRST AID PROCEDURES

The First Aid Kit is situated in the main hall kitchenette area, on top of cupboard.
To call an ambulance dial 999.

SECURITY PROCEDURES

If you are having or anticipating any security problems please phone any of the numbers below:

Police:	709 6010
Community Patrol Daytime	606 5478 (8.45 - 15.45)
Community Patrol False Alarms	606 2613 (Daytime) (call immediately)
Community Patrol Evenings & Weekends	666 5265

LOCKING UP PROCEDURES

Before setting the alarm:

Check that the building is empty and that the shutters are closed and locked. Check all doors and windows are locked and all lights are out and taps off.

Set the alarm using your code (enter code, A)

Leave the building, locking the bottom locking the right hand door bolt.

Lock the Yale deadlock by turning the key one full rotation anti-clockwise.

Close and lock shutters.

I have read and understood the above procedures and been issued with a copy for future use.

Signature Group