



## Information for Group/Event Leaders Using West Oxford Community Centre

Evacuation instructions in the event of a fire are displayed by the fire exits in all our rooms. The muster point is the grass near the road outside the centre.

No naked flames, including candles, are permitted.

Group/event leaders are reminded that they are responsible for ensuring the safe evacuation of the rooms they are using.

Groups using a signing-in book need to make a note of any particular needs of users, so that arrangements for their safe evacuation from the building in the event of a fire can be planned for. You will need to take account of the disabilities of any participants, and may have to complete a Personal Evacuation Plan for them. WOCA has a template it can make available to help with this.

**If you are using the centre for a one-off event, particularly if it is happening when the building is not usually staffed, it is even more important that you familiarise yourself with the evacuation procedures.**

In the event of an evacuation when no staff are present, please check that all your activity participants are accounted for when you have assembled at the muster point. Inform the duty staff using the mobile number displayed on the window next to the front door of the centre.

No naked flames are permitted.

### Fire Drills

Fire drills will be held every 3 months. Leaders of affected groups will be warned in advance of a drill.

The member of staff carrying out the drill will be identifiable by wearing a hi-viz jacket. There will be a debrief after the drill where participants will be able to make comments.

### Fire Alarm Testing

Testing of the alarm will happen when the building is in use, and group/event leaders will be informed in advance

I have read and familiarised myself with the fire procedures for the centre.

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Activity leader

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Date