Community at Tollers

Fire Evacuation Procedure

In the first instance of an emergency, speak to the Community at Tollers team members, the clients named person and make a plan to resolve the situation.

In an **FIRE EMERGENCY Call 999**

PLEASE EXIT THE BUILDING BY THE FRONT DOOR or BACK DOOR FIRE EXIT *(Main Entrance to the Community Centre or the exit in the main hall)*

1. Stop what you are doing and Sound the fire alarm
2. Leave all belongings take only the register, first aid kit and mobile phone
3. Instruct all people to exit the building through the fire exit
4. 2 people check the building for people, once left the building do not return
5. All personnel exit and walk to either east or west of towards to the grass area in front of the next block of flats on Goodenough Way and await on the grass area (green space) at a safety distance away from the community centre
6. Register to be taken
7. Wait for the fire engine and follow emergency services instructions
8. Only return to the building if declared safe to do so by the emergency services or onsite fire marshall
9. Committee members or service users are to report the incident to Sandra O'Connor and Manager of the Resident Involvement Team of Croydon Council and cc Head of Tenancy

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