

EMERGENCY FIRE PROCEDURES

LONDON FIRE BRIGADE (EMERGENCY CONTACT) – 999

FIRE EXTINGUISHERS

There are two 9 Litre fire extinguishers located:

- Next to the entrance to the property
- In the multi-use, creative hub room at the back of the building.

These fire extinguishers are to be use **ONLY** on wood, paper, textiles etc. **NOT** on electrical or liquid fires.

SMOKE DETECTORS

Smoke detectors are located on the ceilings of the office space, in the pop-up area and in the creative hub room. These alarms are tested regularly to make sure that they are in good working order.

EMERGENCY LIGHTING

In case of a power outage, emergency lighting located in the office space, pop-up area and the creative hub room, should allow easy location of the fire exit/main point of entry.

IF YOU DISCOVER A FIRE PLEASE FOLLOW THE FOLLOWING STEPS:

- Raise the alarm by whatever means necessary (shouting, sounding the smoke detector alarms etc)
- Evacuate to a safe place (Outside the front of 1 Chingford road or Wynwood Art District Cafe opposite)
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate (and safe to do so) check toilets and close windows and doors on the way out.
- If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit (Front of building)
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

EMERGENCY FIRE PROCEDURES

IF YOU HEAR THE SMOKE ALARM

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire-fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

CONTACTING THE EMERGENCY SERVICES

Detail: -

Once all people/personnel on site are in a safe place, the responsible person (Those renting the rooms in the property) should call the Emergency services on 999 Using a mobile phone.

Other Important Numbers

STELLA TALIADOROS (DIRECTOR)

07709 347 971