

LIVINGSTON VILLAGE COMMUNITY EDUCATION CENTRE  
ASSOCIATION

**FIRE EVACUATION PROCEDURE**

**Please read this document carefully and retain for information**

In the event of **ANYONE** discovering a fire, they should immediately activate the Fire Alarm by breaking the glass at the nearest **Fire Alarm Point**.

On hearing the Alarm, everyone must leave the building in an orderly manner by the nearest **EXIT DOOR ROUTE** and **CLOSE ALL DOORS** behind them

**DO NOT STOP TO COLLECT ANY ITEMS INCLUDING COATS, BAG ETC.**

**REPORT TO ASSEMBLY POINT AS SHOWN ON THE BLUE FIRE ACTION NOTICE IN EACH ROOM**

In the event of a member of staff not being present in the building, the person discovering the fire should **immediately dial 999** and ask for the **Fire Brigade**, stating that the fire is in Livingston Village Primary School, Kirkton North Road, Livingston, EH54 7EQ.

(Please note the **phone is in Community Room 1** which is the larger room facing you when you enter the school. The phone is situated behind the door on the right.)

**On assembling, person in charge of the group should immediately check all present off against the register.**

**Should anyone be unaccounted for, the person in charge of the group should inform the Fire Brigade immediately on arrival.**

Having left the building, individuals should **not** attempt to re-enter the building.

## **GROUP LEADER RESPONSIBILITIES**

Persons in charge of the group must ensure that group members are informed of the above procedures at the start of each session.

Persons in charge of the group must ensure that all members know where **FIRE EXITS** are located

**Registers** of members' attendance must be kept in respect of each group and attendances noted each time the group is using the building. **These must be kept fully up to date**

**Persons in charge** of the group should arrange a **Fire Evacuation Drill** at least once per year. The Community Association must be advised of the date of your Fire Evacuation Drill  
(Please remember that the main door of the school is self locking so take care not to lock yourselves out!)



