



### IF YOU DISCOVER A FIRE

- **Raise the alarm by operating the nearest fire alarm call point.**
- **Exit the building via the nearest exit point.**
- **Call 999 and request the Fire Service to ALLENDALE COMMUNITY CENTRE, HANHAM ROAD, WIMBORNE. BH21 1AS.**

### IF YOU HEAR THE FIRE ALARM

- Everyone must leave the premises immediately by the nearest available exit, closing all doors behind you.
- Head to your nearest assembly point. There are three assembly points each clearly labelled.

1. At the rear of the Quarter Jack Suite in The Allenvue Car Park by the wall



2. Opposite the side entrance in the Allendale House Car Park



3. On the grass outside Allendale House opposite the main entrance



- Once everyone is out of the building, please wait calmly at the assembly points.
- The Allendale's Fire Warden will call 999 to request the Fire Service.
- Do not re-enter the building until either the Fire Service or the Allendale's Fire Warden have given you permission to do so.

### INFORMATION FOR DESIGNATED FIRE MARSHALLS

**Please ensure that all your organisations' members are aware of the contents of this fire emergency plan including the positions of the nearest exits to your areas and the location of the assembly points.**

#### ON HEARING THE FIRE ALARM SOUNDING

- If you are the designated Fire Marshal of a regular hiring group, please put on a luminous waistcoat from the red board in your area if safe to do so.
- Clearly instruct all your members to leave the premises immediately by the nearest available exit and head to the nearest assembly point.
- If safe to do so, ensure your hired areas (including toilets) are clear of attendees and proceed to the nearest assembly point.
- If you are aware of anyone remaining in the building, please inform the Allendale Fire Warden IMMEDIATELY.
- The Fire Warden for the Allendale will be on hand to assist with the evacuation – please listen and follow their instructions immediately.

**THANK YOU FOR YOUR COOPERATION**