

FIRE PROCEDURE

Here is the fire procedure for the Inspiration Station BWD CIC, Soft Play Station and Sensory Station.

IF YOU DISCOVER OR SUSPECT FIRE OR SMOKE, BREAK THE GLASS IMMEDIATELY AT THE NEAREST FIRE ALARM POINT.

EVACUATE THE BUILDING:

1. Move to your nearest fire exit, signposted in the entrance and basement areas. Evacuate to the following meeting points:
King William Street (Outside the Old Town Hall)
Church Street (In front of the Cathedral).
2. Ensure that your full name and group details are listed on the fire evacuation point register before you leave.

IF YOU HEAR A FIRE ALARM:

1. Move to the evacuation point calmly and exit by the nearest available fire exit to evacuate the building.
2. Ensure that a Soft Play Station staff member or volunteer has rung 999 to alert the fire service.
3. Evacuate the building. Move to your nearest fire exit, signposted in the entrance and basement areas. Evacuate to the following meeting points: King William Street (Outside the Old Town Hall) or Church Street (In front of the Cathedral). Ensure that your full name and group details are listed on the fire evacuation point register before you leave.

DO REMEMBER TO:

Look for the fire exits, information signs and take responsibility for evacuating your group if you are the supervising adult.

Close all the doors as you leave the building.

Make sure that you know who has called the Fire Brigade.

Ensure that your full name and group details are listed on the fire evacuation point register before you leave.

Company Registration No. 12831020

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