



# WEST END PARISH COUNCIL

The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE  
Tel: (023) 8046 2371 – Fax: (023) 8047 4147 E-mail: [enquiries@westend-pc.gov.uk](mailto:enquiries@westend-pc.gov.uk)

## **FIRE EVACUATION INSTRUCTIONS**

**If there is a need to evacuate the building for fire or another situation the Fire Service will need to be contacted – TELEPHONE 999 IMMEDIATELY. They will need to know the postcode of the facility which are as follows:**

**The Parish Centre - SO30 3FE  
The Fire Station – SO30 3FB  
The Youth Club – SO30 3EG  
Townhill Farm Community Centre – SO18 3RA**

**During office hours (8.30 am – 1.00 pm Monday to Friday) Parish Council staff will take responsibility for calling the Fire Service for the Parish Centre.**

**Important – When the Parish Office is closed, this responsibility passes to the hirer.**

1. Immediately warn everyone in the building by setting off the nearest fire alarm by breaking the glass of the red fire point box.
2. Do **NOT** attempt to put out the fire.

### **On hearing the alarm**

3. Leave the building by the nearest available exit.
4. Check all areas of building, particularly toilets, to ensure everyone leaves the building.
5. Do **NOT** stop or go back to collect your personal belongings.
6. Report to the appropriate assembly point which are as follows:  
The Parish Centre - car park (by the Parish Council notice board)  
The Fire Station – grassed area in Orchards Way opposite car park  
The Youth Club – car park (by tennis court)  
Townhill Farm Community Centre – children's play area opposite car park
7. Do **NOT** re-enter the building until the all clear is given and you are authorised to do so.

It is the responsibility of the Parish Council staff, or the hirers, including Library staff once the Parish Office is closed, to ensure that:

- You are familiar with fire exits and the location of fire alarms
- Passages and exits are kept clear of obstructions
- You are aware, as far as possible, of the disability of visitors.

Disabled people may require additional assistance to leave the building safely and quickly in the event of the fire alarm being activated. Disabled people may not only include wheelchair users, but also people with hearing difficulties or visual impairment, the elderly, infirm or persons with learning difficulties who may not be able to react quickly or could become confused if the fire bell starts.