

APPENDIX 3

Notting Hill Neighbourhood House Safety Procedures:

FIRE AND EMERGENCY EVACUATION PROCEDURES

- 1. WHEN ALARM SOUNDS**
LEAVE IMMEDIATELY BY NEAREST EXIT, ASSIST OTHERS FROM IMMEDIATE DANGER
- 2. PROCEED CALM TO THE ASSEMBLY POINT**
LISTEN TO ALL INSTRUCTIONS GIVEN BY THE **FIRE WARDEN**. DO NOT LEAVE THE ASSEMBLY POINT UNTIL INSTRUCTED TO DO SO

ASSEMBLY POINT: END OF WESTERFIELD SHOPS
- 3. CALL EMERGENCY SERVICES IF REQUIRED**
 - CALL **000** OR FROM A MOBILE CALL **112**
 - DIAL **106** FROM A TELETYPEWRITER (TTY) OR A DEVICE FOR THE DEAF
 - PLEASE PROVIDE DETAILS OF **EMERGENCY**
 - PROVIDE OUR ADDRESS: NOTTING HILL NEIGHBOURHOOD HOUSE, 37 WESTERFIELD DRIVE NOTTING HILL
 - PLEASE CALL THE NHHN MANAGER IF NOT PRESENT AT: 0468437654

LEGEND

	Main Exit Door
	Direction To Follow
	Fire Extinguisher
	Fire Blanket

ROOMS: KITCHEN, DISABLED WC, FEMALE WC, MALE WC, OFFICE, COMPUTER ROOM, LIBRARY/LOUNGE, RED ROOM (FITNESS ROOM), GREEN ROOM (CLASSROOM)

EXITS: Exit 1, Exit 2, Exit 3, Exit 4, Exit 5

ASSEMBLY POINT: WESTERFIELD SHOPPING STRIP AND PARKING

STREETS: WESTERFIELD DRIVE, SAMADA STREET

OTHER: playground, NORTH

PRODUCED ON: 13/05/21 VALID TILL: 13/05/26