GLEaN Hub
Gnosall Library, Environment & Nurture
Charity Registration No 1175263

Fire Evacuation Procedure

If you need to raise an alarm, follow the procedures on the Fire Notice located on the notice board

In the event of a fire or smoke the following actions are to be taken by volunteers and visitors in the library

- Raise the alarm immediately by shouting FIRE! Do not attempt to go to others.
- Leave any possession other than those within easy reach. Leave equipment.
- Ascertain where the fire is and evacuate the building by the nearest fire exit. If the fire is at the main entrance side of the library, then exit through the fire door at the far end of the building.
- If the fire is at the far end of the building, then exit through the main library entrance.
- If there is a fire **DO NOT** attempt to put it out, your safety and that of visitors are paramount.
- If you are in the Youth Club area, exit by either the fire exit in the library or the Youth Club area door, whichever is AWAY from the fire.
- When you exit the building by either the Youth Club area exit or the Fire exit, the assembly point is on the High Street, next to the Chinese Takeaway; follow the hatches if leaving via the Fire Exit. Do not attempt to walk alongside the Youth Club area building. If you are leaving via the library main entrance, the assembly (muster) point is on the far side of the field at the back of the Parish Office. Please use the extreme left-hand side of the ramp.
- WHEN SAFE TO DO SO, ring 999 (anyone who is in possession of a phone). It will be necessary to give the Fire Service the postal address, this is: Gnosall Library, Grosvenor Centre, High St. ST20 0EX.
- If there are any disabled persons in the Library or Youth Club area, a volunteer must help them to get clear. (Note: the Fire Exit has a small step.)

Additional Safety Information:

- The main fuse box for the library is in the top right-hand corner of the building as you look at the notice board.
- The main fuse box for the youth club area is located on the library ramp-side of the main room in the top right-hand corner, looking at the ramp.
- In the event of flooding in the kitchen area the main stopcock is located at the far-right end of the cupboards which house the sink unit.
- The First-Aid kit is on top of the locker cabinet on the left-hand side of the fire exit wall.

21st July 2022