



# FIRE PLAN

For HIVE Community Hub  
School Street, Sudbury CO10 2HA

## WHAT TO DO IF YOU DISCOVER A FIRE

1. **SOUND THE ALARM** by shouting to anyone in the building
2. Only attempt to extinguish the fire if it is small and confined and you can do so without risk to your personal safety and you know which and how to use the extinguishers.
3. If an initial attempt at fire-fighting fails to extinguish the fire, back away, if possible close the door and evacuate immediately.
4. Without further hesitation, evacuate by the safest, nearest and most direct exit.
5. Notify and evacuate others as you leave the building and immediately go to the predetermined **Assembly Point which is the entrance to Stour Street Car Park** (opposite, off School Street)
6. Report the fire by dialing, or having someone else dial, 999 from a safe location.
7. **Do not re-enter the building under any circumstances until given permission from a HIVE official or by the Fire & Rescue Service**

## WHAT TO DO WHEN YOU HEAR AN ALARM

1. **EVACUATE IMMEDIATELY** - do not hesitate, or attempt to either fight the fire or investigate the possible cause of the activation.
2. If it is safe to do so, close any windows and doors to lessen the oxygen reaching the fire
3. Get out via the safest, nearest and most direct exit and notify and evacuate others as you leave the building.
4. Immediately go to the predetermined Assembly Point above and ensure that the fire has been reported via 999
5. **Do not re-enter the building under any circumstances until given permission from a HIVE official or by the Fire & Rescue Service**

**The Assembly Point is:** entrance to **Stour Street Car Park** (opposite off School Street)