



Neighbouring Business & Evacuation Coordination

This document ensures compliance with **Article 22 of the Regulatory Reform (Fire Safety) Order 2005**, requiring cooperation between co-located employers.

Key Contacts & Assembly Point Registry

Business Name	Primary Contact	Emergency Phone	Designated Assembly Point
Sinclair Auto Specialists	Mohammed Rokibi	07581057149	Opposite Entrance, under canopy
Craft & Crave	Ruksana Begum	07851879617	Opposite Entrance, under canopy
Burgerize	Khaled Miah	07719987691	Opposite Entrance, under canopy
Building Manager	Mahmud Ali	07970051189	
PATH4 Fire Warden	Zahoor Hussain	07803581785	

Fire Assembly Point Guidelines

To ensure the safety of all personnel during an evacuation, please adhere to the following:

- **Location Strategy:** Our designated assembly point is located at **Opposite the Path4 Entrance on the far end wall**. This location has been chosen because it is clear of the building's "collapse zone" and does not hinder emergency vehicle access.
- **The "Sweep" and Roll Call:** Upon arrival at the assembly point, Fire Wardens from each business must conduct a roll call using the daily visitor log and staff manifest.
- **Cross-Business Reporting:** Once a roll call is complete, the Lead Fire Warden from each business should signal to their neighbouring counterparts (or the Site Manager) that their unit is "Clear" or report if anyone is missing.
- **Accessibility:** Ensure your assembly point is accessible for all employees, including those with limited mobility. If a Personal Emergency Evacuation Plan (PEEP) requires a specific refuge or assembly area, ensure it is clearly marked.

- **Weather and Safety:** In the event of extreme weather or a long-duration incident, the secondary assembly point is located at **[Insert Secondary Location, e.g., The Community Centre across the road]**.

Maintenance of Assembly Points

- **Signage:** Assembly points must be clearly marked with the standard green and white "Fire Assembly Point" signage.

Date agreed
11th August 2026

Review Date
10th August 2028

Approved by

Moinul Islam MBE (Head of Centre)
Alaur Rahman (Head of Operations)