

Fire Action Notice and Exit Plan

for all users of the building (groups, hirers)

USERS' AND CONTRACTORS' RESPONSIBILITY

The use of fireworks, sparklers, candles or naked flames is not permitted.

- As a Hirer you are responsible for the safety of your participants/group members.
- As a Hirer you are responsible for fire safety regarding your use of the building and must ensure that all persons attending the activity/event are aware of the location of fire exits and what to do in the case of a suspected fire.
- Fire Exits must be kept clear at all times.
- The fire door of the Kingfisher Community Room is kept closed at all times
- All users of the building and contractors have a responsibility to ensure that all doors and walkways are kept clear.
- There is a no-smoking policy, including e-cigarettes, vaping

ATTENDANCE LIST

Please complete the attendance list before you start your activity. You will need this list in case of a fire emergency evacuation.

RESPONSIBLE PERSON

Actions during an emergency evacuation will be co-ordinated by Responsible Person. The Responsible Person can be identified by wearing a YELLOW Hi-Vi vest.

ON HEARING THE FIRE ALARM

1. You and your participants or group members must make their way to the Assembly Point at the north west corner of the carpark.
2. You perform the roll call using the attendance list. You must pass on the names of missing people to the Responsible Person.
3. At all times, follow the instructions of the Responsible Person
4. Do not under any circumstances re-enter the premises without the authorisation of the Responsible Person.



IN THE EVENT OF YOU SEEING A FIRE

1. Sound the alarm, using the nearest fire call point.
2. You and your participants/group members make your way out of the building by the nearest exit.
3. Report to the Responsible Person at the assembly point, and report what you saw and where.
4. Perform a roll call by using your attendance list.
5. Follow the instructions of the Responsible Person.



In the building there are break glass fire alarm call points. GET TO KNOW WHERE THESE ARE NOW. Make sure you are familiar with all escape routes.

Once Fire Alarm is Activated the fire service is automatically called.

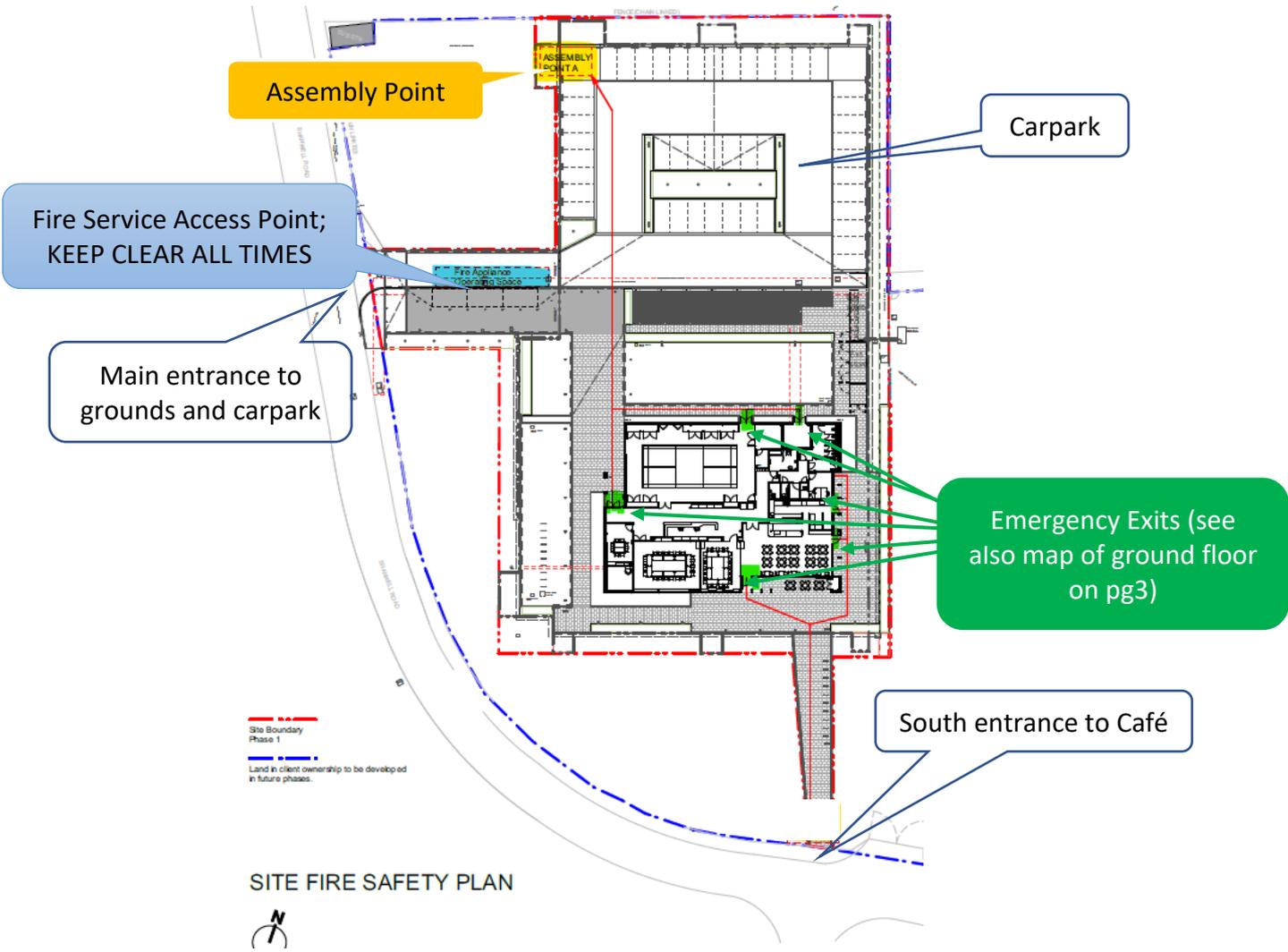
WHEN YOUR GROUP ARE THE ONLY ONES IN THE BUILDING

It might be that your group are the only people in the building. In such a case follow the above procedures, but the group leader is the Responsible Person.

The Responsible Person will do a roll call and reports to the Fire Emergency Service.

The Responsible Person should contact the emergency contacts: Dave Vallis (Trustee) on 07941 955956 or Will Whitfield (01382 552839 / 07709 166820)

Any questions in relation to this procedure, speak with the Project Coordinator or the Café Manager.



Map of ground floor – emergency exits

