

FIRE PROCEDURE

In the event of a fire, the person in charge of the event should instruct all persons to leave the building by the nearest available exit.

Dial 999 and ask for the Fire Brigade. Give the address – Allhallows Community Centre, Fletchertown, CA7 1BS. The nearest public telephone is in Mealsgate at the junction of the B5299 and the A595.

The person in charge should ensure that all persons have evacuated the building and that no members of the public re-enter the building (not even to collect belongings etc).

Only attempt to extinguish the fire using the provided fire appliances if it is safe to do so.

On arrival of the Fire Brigade, report to the officer in charge that all persons are safe or inform him/her of the last known position of anyone thought to be missing.

Action to Reduce Risk of Fire

1. Do not cover or place materials on heaters or appliances.
2. Do not place furniture such as chairs close to heaters.
3. Ensure nobody smokes anywhere within the building.
4. Keep access to all exits, including the emergency exits, clear at all times for all people, including the disabled.
5. Ensure that all users are aware of the location of fire exits and fire fighting equipment.
6. The First Aid Kit, Accident Book and Health & Safety file are all located in the kitchen.

At the end of the session:

1. Check all heaters and appliances are turned off
2. Turn out all lights not required for security purposes.
3. Close all internal doors.
4. Notify the Centre Manager of any breakages/damage.
5. Key holder should set alarm and lock doors.