

FIRE PROCEDURES

IF YOU FIND A FIRE

Shout "FIRE" to warn those nearby

Proceed to nearest Fire Exit and press "Break Glass" button, this will sound the fire alarm

Leave building by that Fire Exit, proceed to Fire Assembly Point in car park

IF YOU HEAR/SEE THE FIRE ALARM

Proceed to nearest Fire Exit, do not stop to collect personal items

Leave building, proceed to Fire Assembly Point in car park

If you are responsible for vulnerable persons in the Community Centre

And able to do so safely, assist them to exit the building by the nearest Fire Exits to them and proceed to Fire Assembly Point in car park

Dial 999 and ask for FIRE the location of the Community Centre is 1, Oughtrington Crescent, Lymm, WA13 9JD

If you are responsible for persons in the Community Centre take a roll-call and report missing persons to the Fire Brigade

FIRE EXTINGUISHERS

Fire Extinguishers are situated at strategic points in the Community Centre – if you are able, these can be used to assist in evacuation of the building, or to put out small fires

IF IN DOUBT OR YOUR SAFETY MIGHT BE COMPROMISED – GET OUT AND STAY OUT AND DIAL 999

IF YOU ARE UNSURE THERE IS A FIRE

If the Fire Alarm has sounded, but you think it may be a false alarm, do not hesitate to evacuate the building.

You may choose to delay calling the Fire Brigade

Once you have taken a roll call and are sure all persons have evacuated the building **AND** you cannot see or smell evidence of a fire **AND** only if you are confident to do so - You may choose to re-enter the building, proceed to the Fire Alarm Control Panel – instructions for muting the alarm and identifying the location of the detector that set the alarm off are displayed on the right hand side of the panel (Phone Community Centre Management for guidance 01925 754178)

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ADVICE FOR HIRERS AND REGULAR USERS

Casual hirers of Community Centre rooms and leaders of regular users must be prepared for a Fire Alarm:

- Bring a mobile phone – the Community Centre does not have a phone.
- Bring a list of attendees or take a register of regular attendees at the beginning of each session – this can be used to take a roll-call in the event of a fire alarm.
- If your hire session will coincide with hours of darkness, bring a torch as the car park can be dark, to assist in a roll-call.
- Make yourself familiar with:
 - Fire Exits and associated Fire Alarm Call Points.
 - The location of the Fire Assembly Point in the car park.
 - The Fire Alarm Control Panel location and associated instructions – if a regular user, undertake training in the functions of the Fire Alarm Control Panel.
- If your group includes vulnerable persons (e.g. elderly people, disabled people, children) make sure that you have enough able people to assist in evacuation of these vulnerable persons AND that they are trained or instructed in what to do in the event of a Fire Alarm
- If your group is a regular user of the Community Centre – undertake a practice fire evacuation at least once a year.
- Where vulnerable people are involved in a practice evacuation, special consideration may be given to causing distress or the risk of injury to them. In which case, a Fire Alarm practice may involve the sounding of the Fire Alarm to make those vulnerable people aware of the sound and visual character of the alarm and persons responsible for supervising and assisting in an evacuation walking through an evacuation (including roll-call, simulating calling the Fire Brigade and investigating possible false alarms).
- The Community Centre Management will be able to assist you in fire practices, if desired.

AVOIDING FALSE ALARMS

False alarms may be caused by faulty detectors

However, most false alarms are caused by

- Pressing a Fire Alarm Call Point by accident or deliberately
 - If you have young children or disabled persons in your group, be aware this may happen and supervise them to avoid a false alarm
- Smoke being generated by your group's activities
 - If using the kitchen, always switch on the extractor fan over the cooker, if toasting bread, place the toaster near the extractor
 - Avoid the use of smoke machines, keep candles on birthday cakes to a small number and extinguish promptly and properly in water
 - Smoking/vaping and the use of naked flames, including candles (other than birthday cakes) are forbidden in the community centre

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