

Instructions for Hirers and Responsible Persons

ACTIONS IN THE EVENT OF FIRE

FIRE ALARM MONITORING CENTRE 0845 430 1010	PARISH CONTACTS Rector Rev Chris 07800 719405 Warden Robert Fox 07776 148513 Warden Howard Body 07900 914155
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FIRE ASSEMBLY POINT - IS ON THE OTHER SIDE OF DERBY ROAD IN THE CHURCHYARD – SEE MAP BELOW

IF YOU DISCOVER A FIRE

SOUND THE ALARM BY PRESSING A FIRE CALL POINT



IN THE EVENT OF FIRE, AND/OR THE ALARM SOUNDING

1. EVACUATE THE BUILDING

- TELL ALL PRESENT TO LEAVE THE BUILDING BY THE NEAREST EXIT AND PROCEED TO THE ASSEMBLY POINT (SEE MAP)
- ASSIST THOSE WHO ARE LESS ABLE
- DO NOT USE THE LIFT
- USE THE EVACUATION SLEDGE WHERE REQUIRED TO ASSIST THOSE WITH DISABILITIES LEAVING 1ST FLOOR
- IF ANYONE IS UNABLE TO LEAVE THE FIRST FLOOR, INSTRUCT THEM TO WAIT AT THE REFUGE POINT (TOP OF STAIRS)
- DO NOT STOP TO COLLECT BELONGINGS
- DO NOT TAKE RISKS – JUST GET OUT
- CLOSE ALL DOORS BEHIND YOU

2. DIAL 999 FOR FIRE SERVICE AND GIVE THIS ADDRESS

THE LINK COMMUNITY HUB, DERBY ROAD, HASLEMERE, GU27 1BS

What3words; ///dozens.fear.vegans

INFORM THEM AS A PRIORITY IF ANYONE IS WAITING IN THE FIRST FLOOR REFUGE POINT

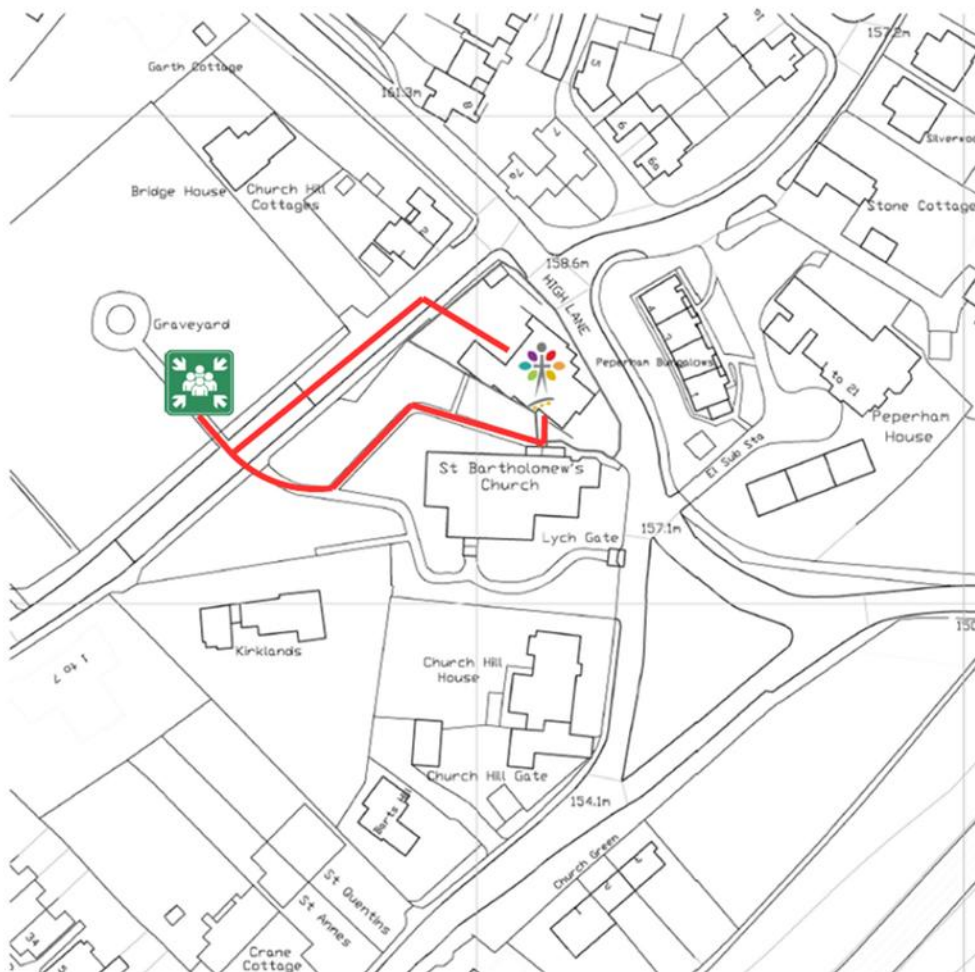
3. IF POSSIBLE SWEEP/CHECK THE ROOMS YOU ARE USING AND TOILETS – DO NOT ENDANGER YOURSELF
4. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF YOU CONSIDER IT SAFE TO DO SO
5. MAKE YOUR WAY TO THE ASSEMBLY POINT AND CHECK ALL YOUR ATTENDEES ARE ACCOUNTED FOR

6. WHEN FIRE SERVICES ARRIVE, MAKE YOURSELF KNOWN TO THEM AS THE RESPONSIBLE PERSON AND CONFIRM IF ALL PEOPLE ARE ACCOUNTED FOR, AND OF ANYONE WAITING AT THE 1ST FLOOR REFUGE
7. PHONE A PARISH CONTACT (SEE ABOVE)

IF YOU HAVE ACTIVATED THE ALARMS IN ERROR

1. LET OTHERS WHO ARE IN THE LINK KNOW THIS IS A FALSE ALARM
2. PHONE THE MONITORING CENTRE ON 0845 430 1010 . THEY WILL ADVISE HOW THE ALARMS CAN BE SILENCED & RESET
3. PHONE A PARISH CONTACT (SEE ABOVE)

Fire Exit Routes and Assembly Point



Safety and Emergency Guidelines for Hirers / Person Responsible

As the responsible person for you have legal duties with regards to the safety of those persons attending or assisting with your event or activity

The fire safety equipment at the Link

- Our building is fitted with smoke detection in the main halls and circulation spaces, and a fire alarm linked to these. There is no sprinkler system.
- If a fire is discovered, the fire system can also be triggered at manual points by the front and rear main doors and at the top of stairs
- Internal door to the main halls will close when the fire system is triggered, and the locking system at the front and rear main entrances will be disabled (so that the doors open freely)
- There are 4 sets of fire extinguishers – by each exit and on the first floor landing
- There is a refuge on the first floor landing for the mobility impaired with intercom connection to the main entrance – the lift cannot be used
- There is a sledge (folded in red bag) on the first floor landing
- There is a wheelchair under the staircase to assist anyone with mobility issues with the onward route to the assembly point



Before the event:

you should be aware of:

- how to access and exit the building
- emergency telephone numbers – in the Actions in Event of Fire document
- limitations on numbers of people as set in your hire agreement
- where are the fire exits closest to your rooms?
- where are the fire extinguishers closest to your rooms?
- anyone you may know to have mobility restrictions and have a plan for their evacuation
- any particular risks and mitigation with any special equipment you may be using or kitchen activities

You should read the **Actions in Event of a Fire** and know what you must do

- what you will do if a fire is discovered, or the alarm sounds?
- how you will tell your people to evacuate, including arrangements for those identified as being especially at risk such as children and those with disabilities?
- where will people assemble after they have left the building – see map above
- that you will call 999 and ask for fire and rescue services
- arrangements for fighting a fire if it is safe to do so
- that you are responsible for your people and will let the fire services know that everyone is accounted for, or who is missing

At the start of an event you should:

- ensure you know who is attending your event
- establish whether others are using the hall at the same time
- check that all escape routes and fire exits are clear of obstruction
- let attendees know there is a no smoking policy

- let attendees know that the fire monitoring system is active
- let attendees know the location of exits and escape routes
- let attendees know the Assembly Point location and what will happen during an evacuation

During an event you should ensure that:

- escape routes and fire exits do not become blocked by bags, buggies etc
- the No Smoking policy is adhered to and no naked flames are started
- rooms do not become overcrowded and permitted numbers are not exceeded
- noise levels do not drown out the fire alarm and/or emergency announcements
- you are aware of the disabled call alarm in the disabled toilet

At the end of the Hiring you should ensure that:

- All your guests, attendees and helpers have left the building, checking especially in WC and store rooms