Wellesley
Community Rooms

Fire Procedure

When using The Wellesley Community Rooms, the following Fire Procedure must be followed.

1. No hazardous combustible materials, flammable liquids or gases must be brought into the portacabin without prior consent from Grainger, so that appropriate safety arrangements can be confirmed. Any such materials must be removed when the building is vacated.

2. Electrical appliances, extension leads and multipoint adaptors which are brought into the portacabin for use must be in safe and good condition and removed when the building is vacated.

3. Close all fire doors that are not in use, and close all fire doors when vacating the portacabin.

4. Check the exits, gangways, escape routes and assembly point are free of obstructions and tripping/slipping hazards.

5. Check steps and stairs are in a good state of repair.

6. Check that the escape route signs are clear.

7. Check the fire alarm system is not showing any faults.

8. Check that the fire extinguishers are in position, undamaged and accessible. Familiarise yourself with how to use them.

9. Check that the fire action notice is displayed in the reception.

10. The portacabin must be free of rubbish and combustible waste materials when vacated.

11. The gate must be locked when the Community Rooms is vacated.

Please note -
Any failed checks should be reported to Grainger prior to the start of the event.

Please continue overleaf

In the event of fire or the need to evacuate the building the following procedure must be put into action:

The Event Manager should be a competant person who is attending the event.

1. The person discovering the fire (or incident requiring evacuation) will activate the nearest fire alarm call point and evacuate the building.

2. The building is fitted with a single stage fire alarm. This means that once activated sounders will operate continuously throughout the premises. Call points are located in or adjacent to every final exit. The building is also fitted with smoke detectors which automatically activate the alarm if actuated.

3. In the event of the fire alarm sounding it is the responsibility of the Event Manager to call the Emergency Services by dialling **999** and reporting the incident. It is important to give as much information as possible but particularly the correct address which is as follows:

   WELLESLEY COMMUNITY ROOM, MAIDA ROAD, ALDERSHOT, GU11 2FA

   The Event Manager is also responsible for passing on necessary information to the Emergency Services on their arrival.

4. It is the Event Manager's responsibility to direct people out of the building, to check the building for any people who have not evacuated and wherever possible to close windows and doors as they leave.

5. Final fire exits are located in the following places:
   - Entrance
   - Main Hall Emergency Exit
   - Corridor Emergency Exit

6. The Fire Assembly Point is located at the front of the building in the northern corner of the car park. All voluntary community staff and any visitors to the property must report there and ensure they are recorded as present. The Event Manager will count people at the Fire Assembly Point.

7. The Event Manager will meet the Emergency Services when they arrive and inform them of the nature of the emergency, confirm all people are accounted for or otherwise.

8. Advise Emergency Services of the electricity location (Meeting room 2), and details of the location of flammable, explosive or other significantly hazardous substances on the premises (Kitchen and Cleaners Store).

Declaration

I have read and understood the Fire Procedure for the Wellesley Community Rooms.

Event Manager Name:

Signature: