

PORINGLAND COMMUNITY CENTRE

FIRE SAFETY INFORMATION

Hirers are asked to read the below information carefully and inform any persons attending their event as appropriate

ACTION IN THE EVENT OF A FIRE

The signal for a fire in the Community Centre is a **high pitched continuous tone**

THE ASSEMBLY POINT IS ON THE CAR PARK AT THE REAR OF THE BUILDING

1. If you discover a fire:
 - Raise the alarm by breaking the glass of the nearest fire alarm and dial 999.
 - Close all doors and windows if it is safe to do so.
 - Attack the fire with an extinguisher, but do so without personal risk.
 - Proceed to the Assembly Point.
2. If the alarm is sounded:
 - A member of staff (if present) will immediately call the emergency services and assume overall control. If no staff are present, the event organiser should call the emergency services and alert the Caretaker by ringing 07786831300.
 - Evacuate the building and proceed to the Assembly Point, via the nearest accessible fire exit. Doors and windows should be closed if it is safe to do so.
 - A responsible person should meet the Fire Service at the entrance and brief them on the situation.
 - No person must leave the Assembly Point to recover any personal belongings until they have been told it is safe to re-enter the building.

FIRE EXTINGUISHERS

The contents of a fire extinguisher can be distinguished by the coloured label and should be used as appropriate for what is alight.

Foam : to be used on oils, fats, flammable liquids, spirits etc

Water : to be used on wood, paper and textiles

Carbon Dioxide : to be used on or near live electrical points or electric fires

Dry Powder : to be used on all types of fire