

## **Fire safety procedures for users of the Birchmeadow Centre**

### **General instructions for hirers**

- Ensure you are aware of the locations of fire alarm call points, fire extinguishers and fire escape routes. These are shown on plans on the Centre notice boards.
- Ensure that the visibility of and access to fire exits, extinguishers and alarm call points are not obstructed. If the Main Hall is arranged with theatre seating, ensure that there are adequate gangways to provide access to fire exits, and that the gangways are free from trip hazards, such as cables on the floor. The recommended configuration for theatre seating in the Main Hall is one gangway in the centre and one either side, each a minimum of 0.8m wide, but wider gangways may be required in some locations to accommodate wheelchair users. Similar-sized gangways free from obstruction should also be provided between the seats and the stage, and at the rear of the main seating area. If café seating with tables is used, similar principles should be applied to ensure unobstructed access to fire exits.
- Ensure that all doors marked as Fire Doors remain closed when the building is occupied, with the exception of those fire doors fitted with automatic closers. All doors should be left shut when the building is vacated.
- Ensure that all participants know the location emergency exits from the rooms they are occupying.
- Ensure you have access to a working mobile phone to call the emergency services if required.
- All mains electrical equipment used in the Centre must have been subjected to a portable appliance test (PAT) in the previous 18 months.
- Naked flames are not permitted, with the exception of tea lights in non-flammable dishes and small candles on celebration cakes.

## **Birchmeadow Centre**

### **Actions in the event of fire**

- Sound the alarm by breaking the glass of the nearest fire alarm call point.
- Instruct all occupants the building to evacuate in an orderly fashion via their nearest escape route. They should not delay to collect their personal belongings and should assemble at the assembly point, which is in the car park at the rear of the building.
- Assist in evacuating the building, paying particular attention to the needs of those who may need extra help, such as children, the elderly and the disabled.
- Call the Fire Brigade by dialling 999 and advise them of the location of the fire. The postcode of the Birchmeadow Centre is TF12 5LP.
- You may tackle the fire with the nearest suitable fire extinguishers **only if this can be done without incurring personal risk.**
- Ensure that participants do not return to the building until advised by the Fire Brigade that it is safe to do so.