

# FIRE ACTION PLAN FOR FACILITY HIRERS AND USERS



## If you discover a fire....

### 1. RAISE THE ALARM

- ◆ Activate the nearest fire alarm call point, push the centre of the glass until it breaks to activate.

## Upon hearing the fire alarm....

### 2. EVACUATE THE BUILDING

#### **Responsible Person (Activity Leader/Organiser or Hirer)**

- ◆ Check that all areas of the building are clear. This should be done only if it is safe to do so without placing the individual at risk.
- ◆ Leave the building by the nearest exit.
- ◆ Do not go back into the building for any reason.
- ◆ All people that have left the building should assemble at the emergency assembly point this is identifiable by a green sign located away from the building.

### 3. GETTING HELP

- ◆ The fire alarms in community centres are not directly linked to the fire station, so it will be necessary to phone 999 and request the fire brigade, stating clearly the nature of the emergency and the location of the venue you are situated at.
- ◆ Only some venues are equipped with pay phones these phones will allow a 999 call.
- ◆ Do not use the phones if it means you will be placing yourself in danger in doing so. In this event it will be necessary for you to alert the nearest occupied property and request that you use their phone to call 999.
- ◆ Alternatively use a mobile phone to call 999.
- ◆ Dial 0774 701 8715 and inform the Duty Officer about the fire.

### 4. WHAT ELSE TO DO

- ◆ Do not leave the assembly point until the emergency services arrive.
- ◆ Prevent anybody entering the building until the emergency services arrive and tell you it is safe to do so.
- ◆ Provide the emergency services with as much information as you can about the incident.
- ◆ Do NOT prop open any of the fire doors on site.