

FIRE SAFETY PROCEDURE AND EVACUATION PLAN

**STANDON & PUCKERIDGE COMMUNITY CENTRE, STATION ROAD,
PUCKERIDGE SG11 1TF
WHAT3WORDS LOCATION: DEFINING.POKES,SOFTEST**

IF YOU HAVE HIRED THE HALL, YOU ARE RESPONSIBLE FOR THE HEALTH SAFETY AND WELFARE OF THE PEOPLE ATTENDING YOUR CLASS OR GROUP EVENT, AND FOR CARRYING OUT THE ACTIONS DETAILED BELOW:

IN THE EVENT OF FIRE:

1. Evacuate the building
2. Break the glass on the nearest fire alarm – this ensures all users are aware there is a fire. The sound is a continuous ring.
3. Dial 999 and ask for the Hertfordshire Fire Brigade – the building alarm is NOT connected directly to the Fire Brigade. Give the address of the building, the location of the fire in the building, your contact name and number, and the type and size of the fire.
4. Go to the Assembly Point which is near the entrance to the Tennis Courts.
5. Ensure all people who are part of your group are accounted for by using your register of attendees. Ensure that anyone else you know is in the building, including contractors, is accounted for.
6. Go to the other halls and ensure that any user is alerted to the fire, and get the leader to evacuate and follow the procedure.
7. If it is safe to do so, turn off the electrical supply which is located in the cupboard near the main entrance, and if you have the access key to do so.
8. Whilst fire extinguishers are provided in all halls, please do not put yourself in danger. Use is at your risk. Only fight a fire which you feel able and qualified to do. **PERSONAL SAFETY IS THE PRIORITY.**
9. Contact the Parish Council Clerk or a Parish Councillor and advise what has happened.
10. Liaise with the Fire Brigade on its arrival.
11. Do not enter the building until the Fire Brigade have advised it is safe to do so.