TARVIN COMMUNITY CENTRE

Meadow Close, Tarvin, CHESTER CH3 8LY   Registered Charity No: 506560

FIRE

POLICY

It is the responsibility of all persons using the Community Centre to minimise the risk of fire

All users of the Community Centre should make themselves aware of the evacuation procedures and familiarise themselves with the emergency exits located in the Hall, the entrance foyer and the Edna Rose Room

The Community Centre Committee of Management will ensure that regular checks are carried out on all fire equipment and detection devices in accordance with the Health & Safety policy and risk assessments

PROCEDURE

IF YOU DISCOVER A FIRE

Raise the alarm by breaking the glass on any one of the Red Fire Alarm Points situated around the building and shouting 'Fire, Fire, Fire'.

DO NOT attempt to tackle the fire yourself unless it is safe to do so.

The building is to be evacuated using the procedure below. If it is safe to do so assist others to evacuate to the fire assembly point, using the emergency exits.

IN THE EVENT OF THE FIRE ALARM SOUNDING

All occupiers of the building should evacuate immediately in an orderly manner using the nearest available emergency exit and assemble at the far end of the Car Park

Group leader to ensure all toilets and side rooms have been checked and evacuated and assist any person who may need assistance to evacuate the building safely.

Call the Fire Brigade.
Dial 999 and give address as: - Tarvin Community Centre, Meadow Close, Tarvin, Chester CH3 8LY. The Responsible Person/Hirer must report to Fire Brigade on their arrival.

DO NOT attempt to re enter the building until authorisation to do so is given by the Fire Brigade's Incident Control Officer.

Whilst waiting for the Fire Brigade the Responsible Person/Hirer shall telephone one of the Committee members:-
Alan Wilkinson 01829 740869 Mobile 07851631010   Jane Lush 01829 741468

Approved by the Tarvin Community Centre Committee of Management, 6 March 2018

Signed *Alan Wilkinson*   Signed *Jane Lush*

      Alan Wilkinson (Chairman)   Jane Lush (Secretary)