

Kings Worthy Community Centre Fire Information Pack

The following are included in this Fire Information Pack.

- **Fire Emergency Plan**
- **Floor Plan of the Building**
- **Kings Worthy Community Centre Fire Policy**
- **Instructions for the fire alarm system**
- **Written instructions for the usage of fire extinguishers**

Copies of the Fire Emergency Plan & Floor Plan are displayed by both emergency exits.

Kings Worthy Community Centre

Fire – Emergency Plan

Please ensure that at least one member of your group has a mobile phone on their person, for contacting the emergency services.

1. Action in the event of discovering a fire:

On discovering a fire the first action to be taken is to warn all other persons within the area by shouting **FIRE** as loudly as possible and then sounding the fire alarm to warn all other persons within the building.

This can be done manually by breaking one of two call points, located at both fire exits.

Only attempt to extinguish the fire if you have been trained to do so, ensuring you are not endangering your personnel safety and you have a clear means of escape.

2. Action upon hearing fire alarm:

On hearing the fire alarm, all persons **must** evacuate the building by the shortest route without stopping to collect personal items.

The **Fire Exit Doors** are situated at:

- **Centre main entrance door**
- **Hall rear fire exit door**

Upon leaving the building, all persons **must** proceed immediately to the Assembly Point, where roll call will be taken. All groups must ensure a register of attendance is taken at the start of each event, to allow yourselves to take a roll call. The site **Assembly Point** is situated at:

- **The seating area to the front right hand side of the building, adjacent to the Green.**

Please note:

The **Event Leader** or **Parish Representative** is to ensure that the site is evacuated by all persons; especially visitors, contractors or disabled persons who may not be familiar with the site. Once roll call is taken, ensure that any missing persons are reported to the Fire and Rescue Services.

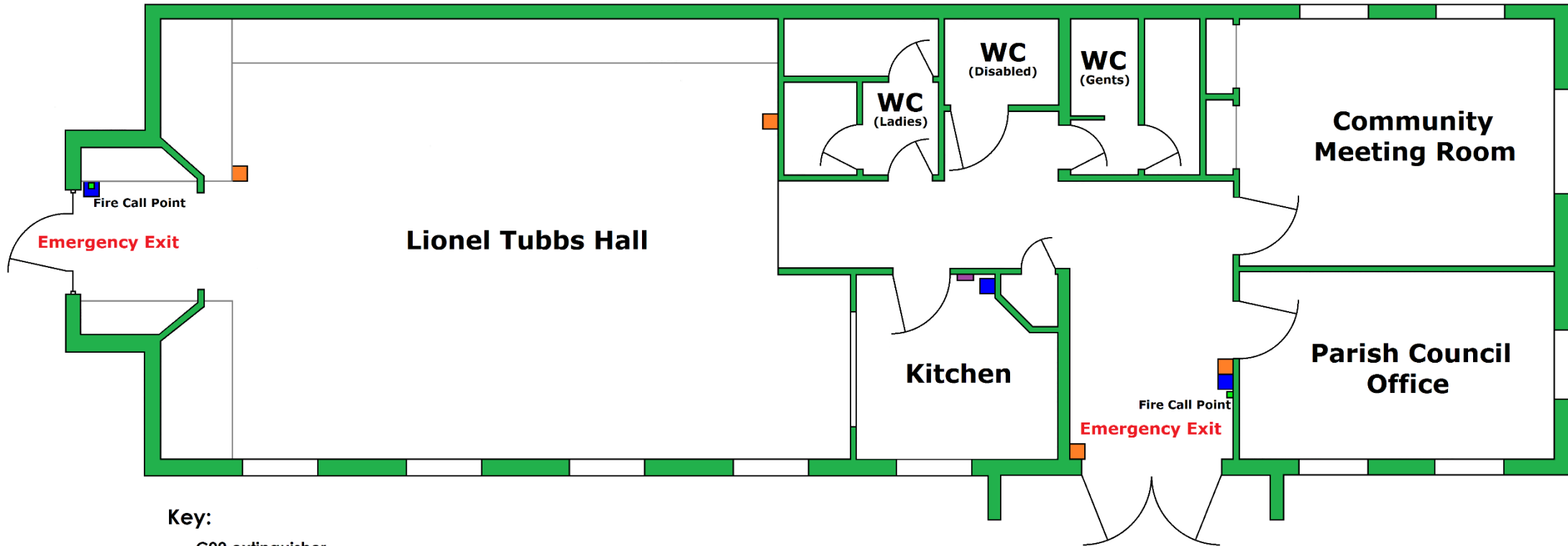
The **Parish Clerk** or **Event Leader** is to ensure that the relevant branches of the Emergency Services are called on either **999** or **112**, clearly stating there is a fire at:

**Lionel Tubbs Hall & Kings Worthy Community Centre
Fraser Road
Kings Worthy
Winchester
SO23 7PJ**





DO NOT TAKE RISKS

NO person is to re-enter the building until authorised by the Fire/Police Authorities

Floor Plan of the Building



Key:

-  C02 extinguisher
(Flamable liquids, electrical fires, oils & fats)
-  Foam extinguisher
(Solids, flammable liquids, oils & fats)
-  Fire Blanket
(Pan Fires)
-  Fire Call Point

Kings Worthy Community Centre Fire Policy

- In the event of a fire, you must follow the attached Fire Emergency Plan.
- The fire alarm control box is located by the main entrance, with operating instructions adjacent.
- Please report any incidents as soon as practical to the Booking Clerk on 07519 915641.
- In the event of an emergency evacuation of the hall, for any reason, no-one should return into the building until authorised by the Fire /Police authorities.

Please Note

1. Any electrical appliances brought onto the premises must be PAT tested and proof of this must be supplied to either the Tubbs Hall Management Committee or Kings Worthy Parish Council.
2. Electrical equipment used by non-commercial bookings must be in good working order and used in a safe manner.
3. The only candles permitted on site are birthday candles. They must be securely attached to the cake before lighting and supervised at all times. They must be kept away from all sources of ignition such as curtains or woodwork.
4. The following number of responsible attendees must be familiar with the layout of the building, location and usage of fire extinguishers and evacuation procedure for the building (see floor plan and emergency plan for details).
 - Groups up to 25 must have **2** responsible attendees.
 - Groups over 25 must have **4** responsible attendees.

All hirers shall ensure that any tables, chairs and other equipment are arranged in such a way as to allow clear access to the emergency exits.

Site Address:

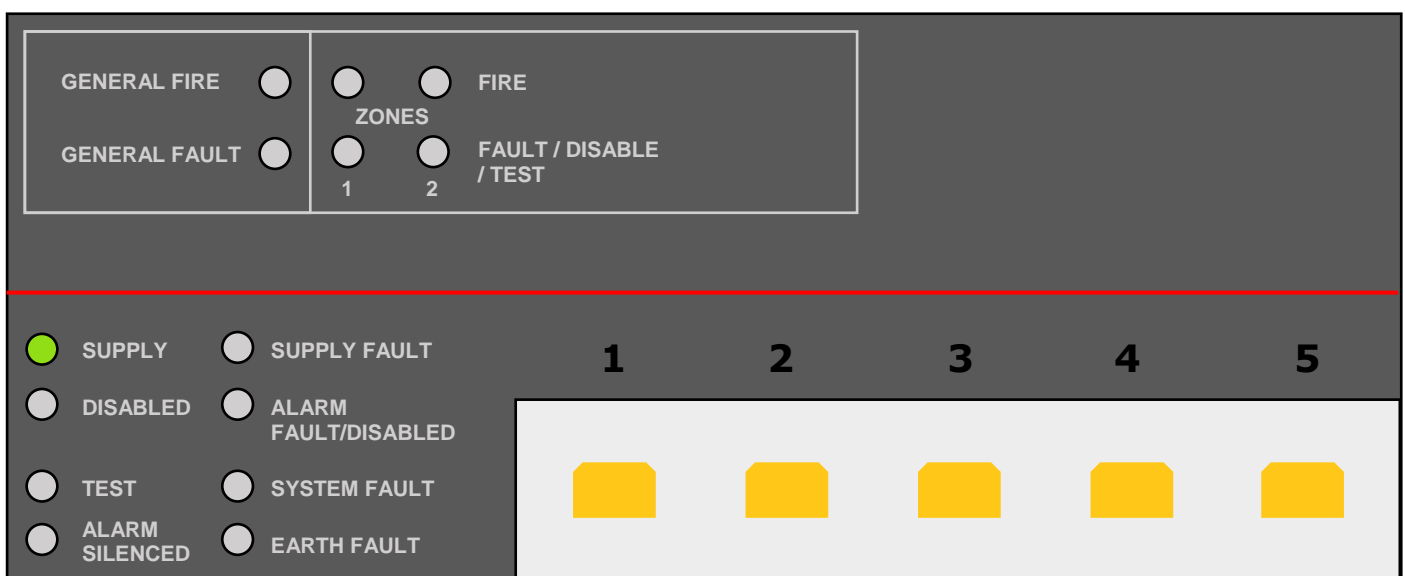
Lionel Tubbs Hall & Kings Worthy Community Centre
Fraser Road
Kings Worthy
Winchester
Hampshire
SO23 7PJ

Instructions for the fire alarm system

These instructions are only to be used by hirers in the event of an **accidental** activation of the alarm.

In any other occurrence of the alarm sounding you **MUST** follow the procedure set out in the emergency plan.

Below is a diagram of the alarm control panel, located by the main door.



When the alarm is operating correctly, the green **supply** light should be lit, as per the diagram above.

If the **supply fault** light is lit, this indicates a loss of power.

If any of the other lights below the red line are lit, please report this to the booking clerk or Chair of THMC.

Silencing the Alarm

- Enter the code '3545' and press silence alarm (number 3)
- To reset the alarm, re-enter the code above and press & hold reset (number 1)

If the alarm has been activated by an accidental breakage of the alarm call point glass, the reset function will not work. In this instance you must silence the alarm and contact the booking clerk or Chair of THMC.

Contact Numbers:

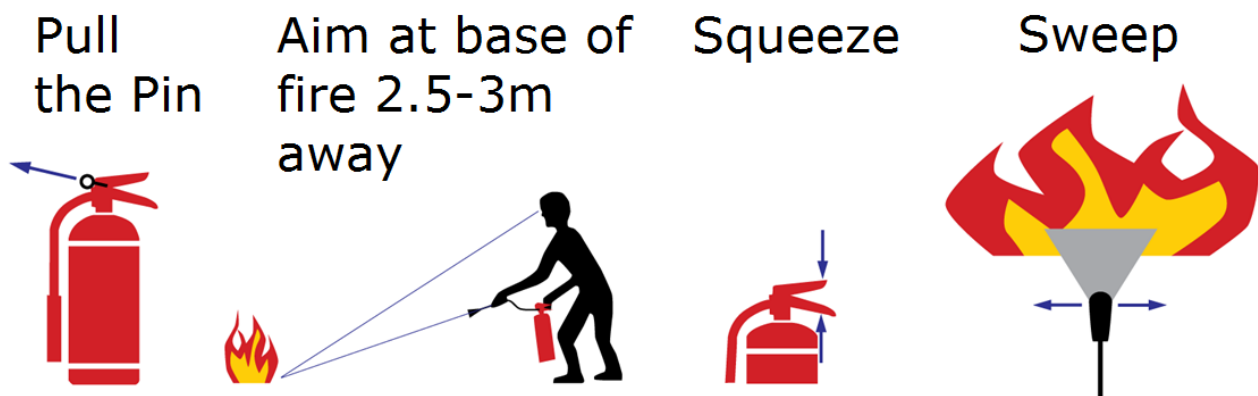
Booking Clerk: 07519 915641

Chair of Tubbs Hall Management Committee (THMC): 01962 791054 or 07973 696085

Fire Extinguisher Instructions

Only tackle fires if they pose no risk to the safety of yourself and others; or if escape is not an option.

- 1. Pull the Pin**
- 2. Aim at the base of fire, ensuring you are at least 2.5 metres away**
- 3. Squeeze the handle**
- 4. Sweep the fire from side to side**



Extinguisher Types

- **C02** – for use on flammable liquids, electrical fires, oils & fats.
- **Foam** – for use on Solids, flammable liquids, oils & fats.

Fire Blanket

- **For smothering pan fires and clothing that is on fire.**
- 1. Pull the tapes**
 - 2. Use the blanket to shield yourself as you approach the fire**
 - 3. Place the blanket over the fire**