



HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm and Fords Farm

BEANSHEAF COMMUNITY CENTRE - **FIRE REGULATIONS**

ALL HIRERS, contractors and volunteers must make themselves aware of the Regulations governing the Fire Exits and adhere to them.

1. **At no time should the fire doors or exit routes (corridors and hallways be obstructed.**
2. All fire doors are fitted with alarms so should **ONLY** be opened in the event of an emergency.

Should these rules be ignored, it will be necessary for the Parish Council to review any future booking from the individuals or organisations involved.

FIRE INSTRUCTIONS

In the event of a fire, the following steps should be taken:

1. Activate the nearest alarm call point if this has not already been done (alarm call points are situated by each Fire Exit).
2. If you have discovered the fire, dial 999 to call the Fire Brigade **when it is safe to do so.**
3. On hearing the fire alarm, leave the building by the nearest exit route. You, are responsible for the people who are attending your class/party/reason for hire.
4. Close all doors behind you.
5. Report to the Fire Assembly Point - situated on the far corner of the **CAR PARK.**
6. Under no circumstances attempt to re-enter the building unless told it is safe to do so by a responsible fire officer.
7. Leaders of all groups are responsible for ensuring that all their members are accounted for, and for advising the Fire Authorities accordingly.

Do not take risks.

Do not re-enter the building for any reason until advised it is safe to do so.