



HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm and Fords Farm

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, exit routes or kitchen shutters (corridors and hallways) be obstructed.**
2. **No fire doors (unless fitted with an auto-release magnet) should be pinned open**
3. All fire exit doors are fitted with alarms and 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 left-hand corner of the **CAR PARK** as you exit the building.
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 the safety and well-being of the attendees of their event/function and must ensure that all their members safely exit the building and 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.