

Carstairs Community Centre Management Group SCIO

Fire Precaution Guidance

For all hires and events at the community centre, one person must be designated as 'Fire Warden'
The Fire Warden's responsibilities include;

Before the event

- Ensure you are aware of the Fire evacuation procedure including where the fire exits are.
- Ensure that access to the fire doors is not blocked, inside or out.
- Ensure that the extinguishers are in the correct positions and you know how to use them.
- Ensure that rooms not being used for the event are shut and, where possible, locked.
- Ensure that kitchen and bar staff know what to do in the event of an evacuation.
- Ensure that all electrical equipment brought into the hall (e.g. stage lighting and amplifiers) has a current PAT test sticker and / or is plugged into a RCD device.

During the event

- Remain on the premises at all times
- Remain alert for hazards
- Enforce the 'No Smoking or Vaping' policy
- Ensure no flames or fires are made

After the event

- Check all electric appliances are switched off or unplugged. Check all rubbish is bagged and binned

In the event of a fire

- **Don't put yourself at risk.**
- If it isn't already sounding, activate the fire alarm using one of the call points.
- Close doors and windows, if it is safe to do so.
- Do not gather your belongings.
- Ensure everyone leaves the building in an orderly manner and assembles on the village green
- **CALL THE FIRE BRIGADE USING 999**
- Ensure no-one re-enters the building.
- Liaise with the Fire Brigade when they arrive.