



MALVERN CUBE FIRE ACTION PLAN FOR HIRERS

IN THE EVENT OF A FIRE ALARM

EVACUATE THE BUILDING*

RING 999 : ASK FOR FIRE SERVICE

ADDRESS: Malvern Cube, Albert Road North, Malvern WR14 2YF

WHAT 3 WORDS: [///loved.pops.zoom](http://loved.pops.zoom)

CALL OUT OF HOURS CONTACT FOR THE CUBE: 07929 058 276

***Evacuate the building by the nearest fire exit** or any alternative if that is blocked (see floor plan in relevant room) checking no one is left in the immediate area.

If the fire is in your area and the alarm has not sounded, evacuate by the nearest fire exit, pressing the red fire call point as you go.

HIRERS ARE RESPONSIBLE FOR THEIR OWN GROUP. IF SAFE TO DO SO ON EXIT, CHECK TOILETS FOR OCCUPANTS BUT DO NOT ENTER OTHER PARTS OF THE BUILDING.

If someone has mobility impairments in your group, they need to leave last to avoid blocking any exits. If someone must seek refuge, please note where they are to tell a fire officer.

Do not stop to collect belongings. Close doors behind you as you leave an empty room.

Do not attempt to fight the fire unless formally trained to do so.

Assemble with your group at the fire assembly point in the car-park/games area.

Check that all members of your group are accounted for and that you know the details of anyone who has sought refuge.

Do not re-enter the building, or leave site until told it is safe to do so by either Cube staff or fire brigade.

MAINTAINING FIRE SAFETY

- **DO NOT** store any furniture temporarily in front or behind any doors or fire exits.
- A fire exit is indicated by a back lit or reflective 'Running Man' FIRE EXIT sign
- Do not block access to a call point or fire extinguisher. You should be able to reach a call point easily without stretching.
- All call points and extinguishers should be visibly accessible
- Permission must be sought from the Cube Centre Manager for storage of items at the Cube. Any flammable resources stored at the Cube must be in a lidded container to reduce ignition sources.