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# SAMPLESBURY



# WAR MEMORIAL HALL

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## **FIRE SAFETY RESPONSIBILITIES.**

### **FIRE MARSHALS DUTIES.**

BECAUSE THERE IS NO PHONE ON THE PREMISES THE FIRE MARSHALL MUST ORGANISE AND SEE THAT THERE ARE 2 MOBILE PHONES AVAILABLE IN CASE THERE IS AN EMERGENCY.

MAKE SURE THAT YOU HAVE SOMEONE WHO CAN ASSIST YOU IN CASE OF FIRE.

### **ON ENTRY TO THE BUILDING.**

1. YOU, AND YOUR ASSISTANT, MUST FAMILIARISE YOURSELVES WITH THE PLAN OF THE BUILDING ON THE NOTICE BOARD IN THE MAIN ENTRANCE WHICH SHOWS THE POSITION OF FIRE EXITS AND FIRE EXTINGUISHERS.
2. CHECK THAT ALL FIRE DOORS ARE CLEAR OF OBSTRUCTIONS.
3. CHECK THAT ALL ESCAPE ROUTES ARE CLEAR.
4. IS EMERGENCY LIGHTING AND SIGN LIGHTING WORKING CORRECTLY
5. ARE FIRE EXTINGUISHERS IN PLACE.

### **BEFORE STARTING YOUR ENTERTAINMENT.**

1. ANNOUNCE THE PROCEDURE OF WHAT TO DO IN CASE OF FIRE.
2. WHERE THE FIRE ESCAPES ARE.
3. WHERE THE ASSEMBLY POINT IS - FLAGPOLE IN THE CAR PARK
4. TO EVACUATE THE PREMISES AT THE NEAREST SAFE FIRE EXIT.
5. GO TO THE ASSEMBLY POINT AND WAIT FOR INSTRUCTIONS.

### **BEFORE LOCKING UP THE BUILDING.**

1. GO AROUND THE BUILDING AND CHECK TO SEE THAT ALL ELECTRICAL APPLIANCES ARE SWITCHED OFF AND THERE ARE NO VISIBLE FIRE HAZARDS.
2. ENSURE THAT NO ONE IS LEFT IN THE BUILDING.
3. ENSURE THAT THE BUILDING IS LOCKED AND SECURE.

### **IN CASE OF FIRE.**

1. SOUND THE ALARM.
2. ENSURE THAT PEOPLE LEAVE THE BUILDING AS QUICKLY AS POSSIBLE AND BY THE NEAREST SAFE EXIT
3. IF IT IS SAFE TO DO SO, CHECK THE TOILETS TO SEE IF THEY ARE VACANT.
4. WHEN EVERYONE IS AT THE ASSEMBLY POINT CHECK TO SEE IF EVERYONE IS PRESENT AND CORRECT
5. PHONE THE FIRE BRIGADE.
6. DO NOT TRY TO RE-ENTER THE BUILDING.