

Appendix 1 - Fire Emergency Plan for the User

As the User of the Premises for the function, you have responsibility for the health and safety of those persons assisting or attending the event.

Before the function, you should be aware of:-

1. What fire protection systems are present.
2. Identify escape routes and exits.
3. Check that all escape routes are clear of obstruction and any combustible materials.
4. The location of fire fighting equipment and their specific use.
5. How a fire will be detected.
6. What helpers should do if they discover a fire.
7. How the evacuation of the Signal Box/Premises should be carried out.
8. Arrangements for calling the fire and rescue services.
9. The assembly point location after evacuation and procedures for checking that evacuation has taken place.
10. Arrangement for fighting the fire (if safe to do so).
11. Procedures for meeting the rescue services on arrival and ensuring easy access.

At the start of the function, you should notify all present about:-

1. No smoking / No naked flames – on the premises (see User Agreement – Smoking/Vaping/Use of E-cigarettes).
2. The emergency plan in the event of a fire (see below).
3. Location of exits and escape routes (see below).
4. Location of assembly/muster point (see below).
5. The location of fire extinguishers (see below).

During the function, you should ensure that:-

1. Escape routes and exits do not become blocked.
2. The 'No Smoking' rule is enforced.

At the end of the function, you should ensure that:-

1. There are no apparent sources of ignition.
2. All electrical apparatus is switched off.
3. All portable appliances, e.g. heaters etc. are turned off. NB. Heaters should not be turned up or down, on or off, as these are controlled remotely by wifi.
4. All accumulated rubbish is collected in a tied black bin liner and left in kitchen downstairs.
5. All lights are extinguished, and doors are properly secured.

EMERGENCY PLAN IN THE EVENT OF A FIRE

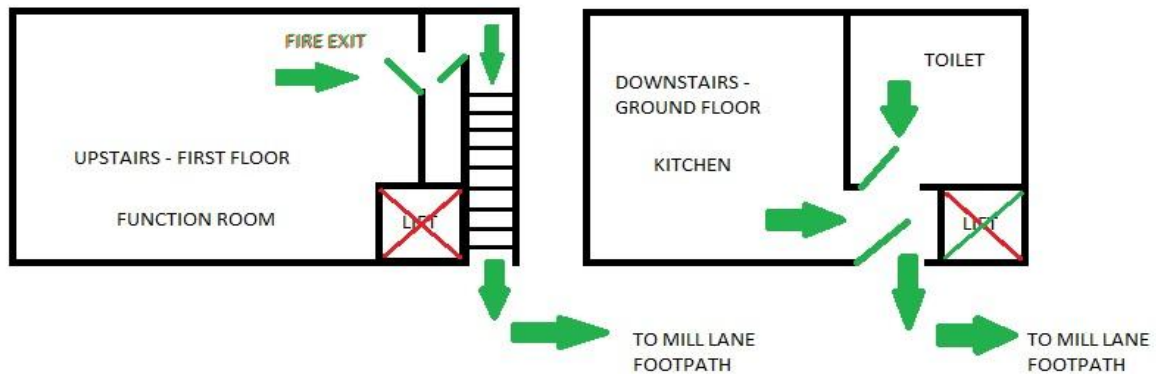
In the event of a fire, or if the smoke alarms activate, the User in charge of the function at the time will immediately instruct all persons to carefully leave the building in single file leaving all belongings behind and using the nearest available exit and assembling at the designated assembly point on the pavement of Mill Lane (see below).

-----THE LIFT SHOULD NOT BE USED UNTIL THE ALL CLEAR IS GIVEN-----

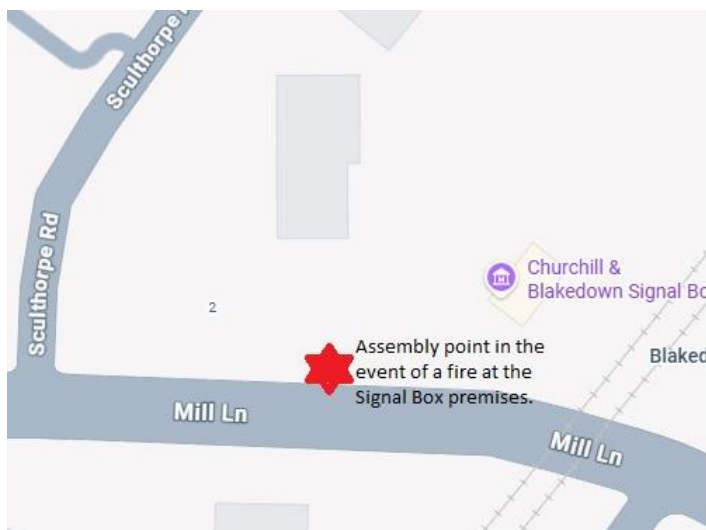
Only attempt to extinguish a fire that is wastepaper basket size. If the fire is any larger, evacuate immediately and dial 999.

Always move towards the door whilst using the fire extinguisher.

LOCATION OF EXITS AND ESCAPE ROUTES



LOCATION OF ASSEMBLY/MUSTER POINT

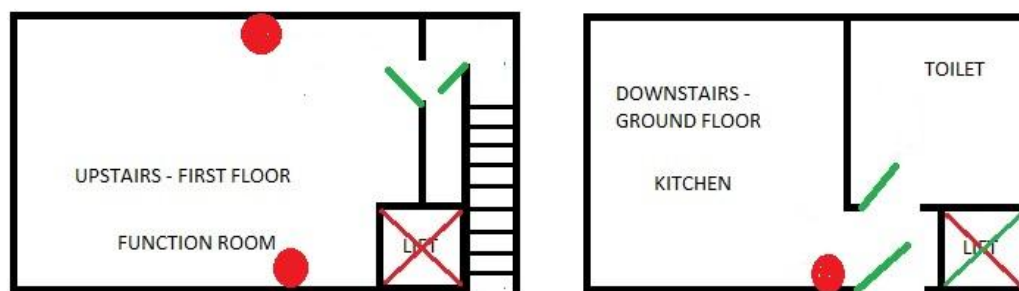


Please gather safely on the pavement/grassed area away from the neighbour's driveway and away from the gate to the Signal Box premises so that fire brigade can access the premises safely and without hindrance.

Do not re-enter the premises until all clear has been given.

LOCATION OF FIRE EXTINGUISHERS

There are **2x POWDER fire extinguishers** located upstairs in the meeting room and **1x FOAM fire extinguisher** downstairs in the kitchen. It is the responsibility of the User to familiarise themselves with the positions of the nearest extinguisher according to their activity. The locations of the fire extinguishers are shown below:



No LPG appliances or highly flammable substances can be brought onto the Premises.

The Fire brigade should be called to any outbreak of fire, however slight, and the incident reported to CBVT.