CAERWENT COMMUNITY CENTRE

# FIRE PRECAUTIONS AND PROCEDURES

1. **PRECAUTIONS**

 The Centre’s fire precautions contain the following features:

* 1. A Fire Alarm system which can be activated by any one of the four break-glass points which are situated at the main entrance, at each of the fire escape doors in the Sports Hall and in the Meeting Room. The alarm system is also activated automatically by a heat detector in the Kitchen, in the event of a high temperature there.
	2. Fire Escape Doors in the Sports Hall, one double and one single. These doors are fitted with a delicate push-bar (panic bar) mechanism. It is essential that these doors are not obstructed in any way.
	3. Fire Doors throughout the building, most of them red, but all the relevant doors are marked “FIRE DOOR, KEEP CLOSED”, as their purpose is to prevent the spread of fire. It is not good practice to prop a Fire Door open, but if you do so for any reason, you must ensure that it is closed at the end of your session. Please note: our Insurers may reject any claim for fire damage or loss if it emerged that a fire door had been left open.
	4. Fire Extinguishers at the main entrance, at the entrance to the Community Room and in the Kitchen, which also contains a Fire Blanket. You should familiarise yourself with the type and location of these extinguishers.
	5. No smoking is allowed in any part of the Centre. This includes e- cigarettes/”vaping”.
1. **IF YOU DISCOVER A FIRE:**
	1. Sound the alarm at the nearest break-glass point.
	2. If you are confident that you can fight the fire with a fire extinguisher, but without taking any risk with your own safety, then do so. Otherwise:
	3. Leave the building by the nearest available exit.
	4. If possible, call the Fire Service (999).
	5. Go to the fire assembly point which is the main Car Park and wait there. It is particularly important that you do not leave the area until you have been accounted for, by the person in charge of your group.
	6. Any of the following Committee Members can be contacted in an emergency:
	7. Instructions how to silence the alarm are located next to the Fire Alarm panel on the wall inside the front doors.

Local contact for Fire Alarm is Chris Davies Mobile 07521932512

Mark Lewis, tel. 07932314058.

DML 29/11/2020 Reviewed 14/12/21