

# ***SUNNINGMEAD COMMUNITY ASSOCIATION***

**Sunningmead Community Centre, Lazenby Road, Wilcombe, Tiverton, Devon. EX16 4AL**  
**Tel / Fax: 01884 251147 Registered Charity No: 1070269**  
**Email: [sunningmead@yahoo.co.uk](mailto:sunningmead@yahoo.co.uk)**

## **FIRE ROUTINE FOR ALL CENTRE USERS**

In order to ensure the safety of all Centre users, it is important that everyone using the building fully understands the procedures to be observed in the instance of a fire or a suspected fire. It is therefore imperative that every person in charge, hirer or event organiser passes this information on to all those persons under their leadership.

### **A. ALL PEOPLE FOR WHOM YOU ARE RESPONSIBLE NEED TO BE TOLD:**

- 1 If you discover or suspect a fire **RAISE THE ALARM IMMEDIATELY** using an alarm point found on the wall by all external doors.
- 2 When the fire alarm sounds, you will hear a high pitched wail - **LEAVE THE BUILDING IMMEDIATELY**. Use the nearest available exit to leave in a calm orderly manner.  
Do not stop to collect belongings.
- 3 Assemble in the **car park or basketball court** area and await instructions from the person in charge.  
Do not re-enter the building until told it is safe to do so.

### **B. IF YOU ARE THE PERSON IN CHARGE (\*please see list of senior Key Holders below) WHEN THE FIRE ALARM SOUNDS:**

- 1 Make sure that everyone is evacuated from the building, delegating one person to take charge of the assembly points and to check that everyone from the building is present.
- 2 If a fire is obvious, telephone the fire brigade and wait in the designated assembly points.
- 3 If a fire is not obvious and it is safe to do so, inspect the fire panel in the entrance hall.

### **If fire is indicated (i.e. a light showing on the left hand side of the fire panel):**

Summon the fire brigade **immediately** using the telephone.

If you can do so without risk to yourself, close doors and windows leading to the area where the fire is, as you leave the building and collect the signing-in/out book to confirm who should be present in the car park.

Await the arrival of the fire brigade and direct them to the fire. If anyone may still be inside the building, inform the fire brigade of this and of where they are suspected to be.

### **If fault is indicated (i.e. a light showing on the right hand side of the fire panel):**

Go to the area indicated **with caution** and inspect for evidence of fire. If there is any evidence of fire, summon the fire brigade immediately.

If reset required, contact Centre Manager (Roy) 01884-257593.

Only instruct others to re-enter the building when the alarm has reset and you are instructed do so.

**ONLY USE FIRE EXTINGUISHERS TO AID YOUR ESCAPE. DO NOT ATTEMPT TO TACKLE A FIRE YOURSELF.**

ALL FIRE INCIDENTS, INCLUDING FALSE ALARMS, MUST BE RECORDED IN THE INCIDENT BOOK NOTING ACTION TAKEN AND ANY PROBLEMS ENCOUNTERED.

\*Seniority of key holders is:-

- 1) Centre Manager: Roy:- 01884 257593
- 2) Caretaker/Housekeepers: Trena 07746294172
- 3) Key holding Committee Member: Janet 01884 258785
- 4) Andy's Bistro (Kitchen) 07415479402