



Wootton & Dry Sandford Community Centre
Lamborough Hill
Wootton
Oxfordshire
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FIRE INSTRUCTIONS FOR HIRERS

If you hire any part of the Wootton & Dry Sandford Community Centre you assume the responsibility of the FIRE WARDEN in the event of a fire or other emergency.

You have the responsibility for organising the evacuation of all attendees from the building and directing them out of the premises by the nearest available exit route. You will be asked to account for all attendees at the assembly point.

You **MUST** keep a check on the number of people attending your function with a register so you know how many to account for in the event of an evacuation.

IF THE FIRE ALARM SOUNDS, ALL SHUTTERS IN KITCHENS WILL CLOSE AUTOMATICALLY (BEWARE! DO NOT OBSTRUCT SHUTTERS OPENING OR CLOSING AT ANY TIME!) AND THE DOORS BETWEEN AREAS A & B AUTOMATICALLY OPEN

1. If you discover a fire (or one is reported to you) make everyone aware immediately by shouting:
"FIRE! PLEASE LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT".
2. Nominate a person to call the fire brigade.
3. Usher the attendees firmly but courteously out of the building using the nearest available exit route. Discourage them from lingering or attempting to visit other parts of the building to retrieve their belongings etc.
4. A steward should be allocated to each wheelchair bound and disabled person to assist with evacuation. Complete evacuation is quicker if able-bodied people exit first.
5. When the area is clear, make your own way out of the building and proceed to the nearest assembly points as below:
AREA A is on grass area between Community Centre and the Children's Play enclosure.
AREA B is near the multigames area (youth shelter)
6. Check that everyone on your register is present, remain outside the building with your party until you are advised by the fire brigade that it is safe to re-enter.
7. Please ring The Caretaker 07821 534111 or Booking Administrator 07770 447 186 **AFTER** you have called the emergency services.

REMEMBER FIRE AND SMOKE CAN KILL IN MINUTES