

## FIRE/EMERGENCY EVACUATION PROCEDURE

1.0 All hirers of the Bryce Institute must have within their party a **designated person** who is responsible for the safe evacuation of the centre in the event of an emergency.

1.1 This document must be read in conjunction with the Bryce Institute *Standard Conditions* and *Special Conditions* of hire.

### 2.0 RESPONSIBILITIES OF THE DESIGNATED PERSON

The **designated person** must become familiar with the layout of the centre. This will include the locations of the manual fire alarm bells, fire exits, escape routes, and all fire fighting equipment

Plans are attached.

The **designated person** shall familiarise themselves with the following:

- the function of fire doors;
- the action to be taken in event of fire;
- the location and use of fire equipment;
- methods of calling the fire brigade;
- procedures for evacuating the hall giving special attention to the needs of disabled users;
- the escape routes and the need to keep them clear; and
- the method of operation of escape door fastenings.

The **designated person** must in advance of the use of the facility shall check that:

- all fire exits are unlocked and panic bolts in good working order;
- all escape routes are free from obstruction and can be safely used;
- fire doors are not wedged open;
- exit signs are illuminated; and
- there are no obvious fire hazards on the premises.

At the start of the hiring the **designated person** must take a register of the people present or, in the case of a party or one off booking, be aware of the number of people attending and be vigilant.

### 2.1 ACTION TO BE TAKEN IN THE EVENT OF A FIRE

On discovering a fire, detecting smoke, a smell of burning, or simply a suspicion of fire, you must immediately raise the alarm by using the nearest manual fire alarm bell.

Whilst the alarm is raised, the **designated person** must ensure that all personnel have left the building and are accounted for. **The evacuation point is the CAR PARK.**

The **designated person** must then call the fire brigade on 999 and give the following address:

**The Bryce Institute  
Burneside KENDAL LA9 6QX**

If possible, attempts to extinguish the fire using the appropriate fire extinguisher may be made.

**However, at NO TIME is anyone's life to be put in danger and priority should be given to evacuating the building.**

Do not re-enter the building or allow any person to re-enter to collect belongings etc. unless specific authorisation is given by the senior person on site from the emergency service(s).

On the fire brigades arrival, the **designated person** must make themselves known to the emergency services and inform them of the nature of the call-out and headcount details.

The **designated person** is to ensure that there is no interference with the emergency services and should ensure that no person re-enters the building before approval is given by the emergency services.

### 3.0 PUBLIC SAFETY COMPLIANCE

3.1 The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrates' Court or otherwise particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.

3.2 **The Fire Brigade must be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the COMMITTEE. If the secretary is unavailable, details should be provided to one of the key contact points detailed on the main notice board of the Bryce Institute and at the main doors.**

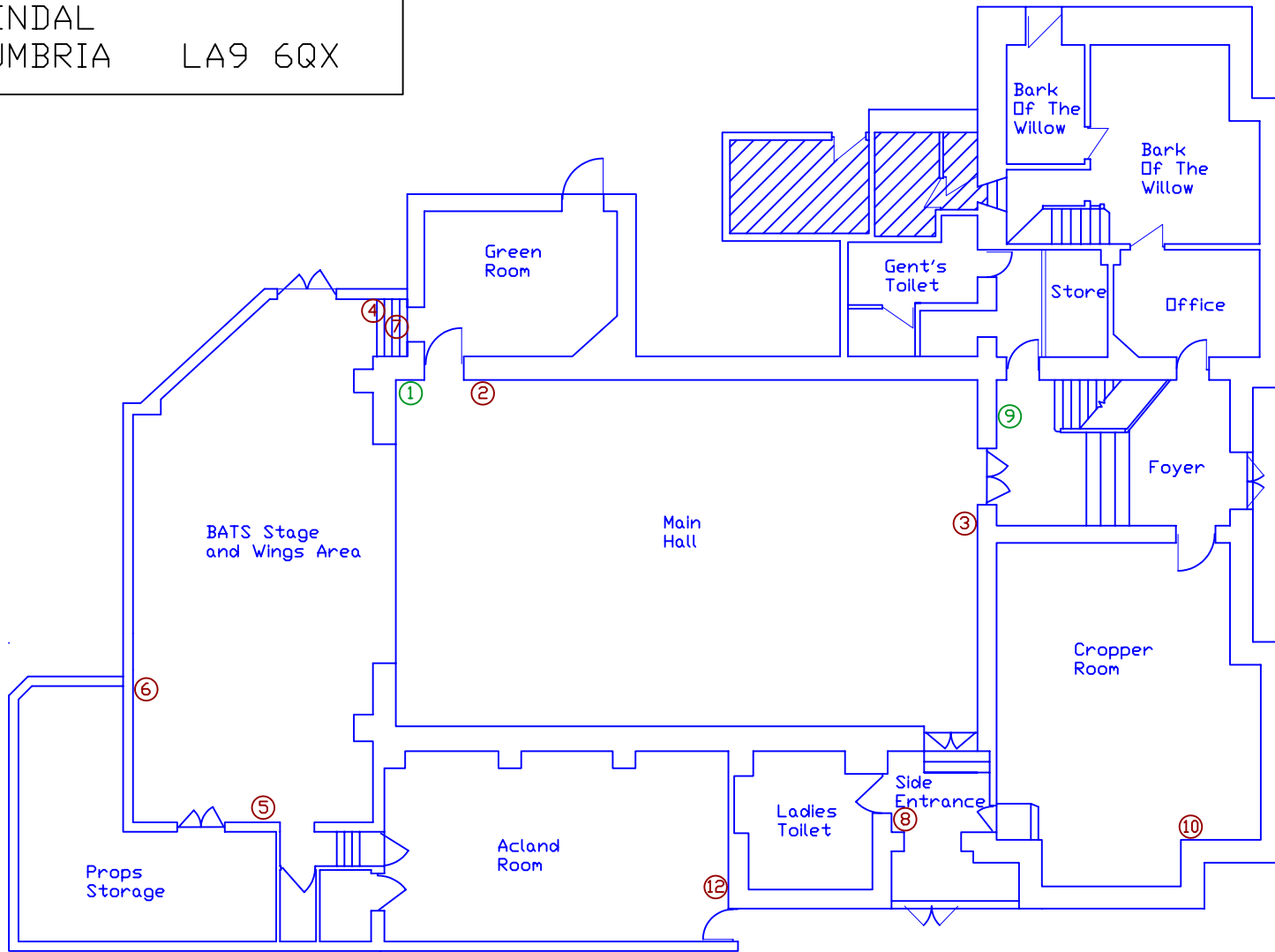
3.3 Performances involving danger to the public shall not be given.

3.4 The whole of the Bryce Institute is a **NO SMOKING AREA**.

3.5 **Fire instruction notices and evacuation routes are posted at each fire exit and fire alarm point.**

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# FIRE EXTINGUISHER LOCATION DIAGRAM - DOWNSTAIRS

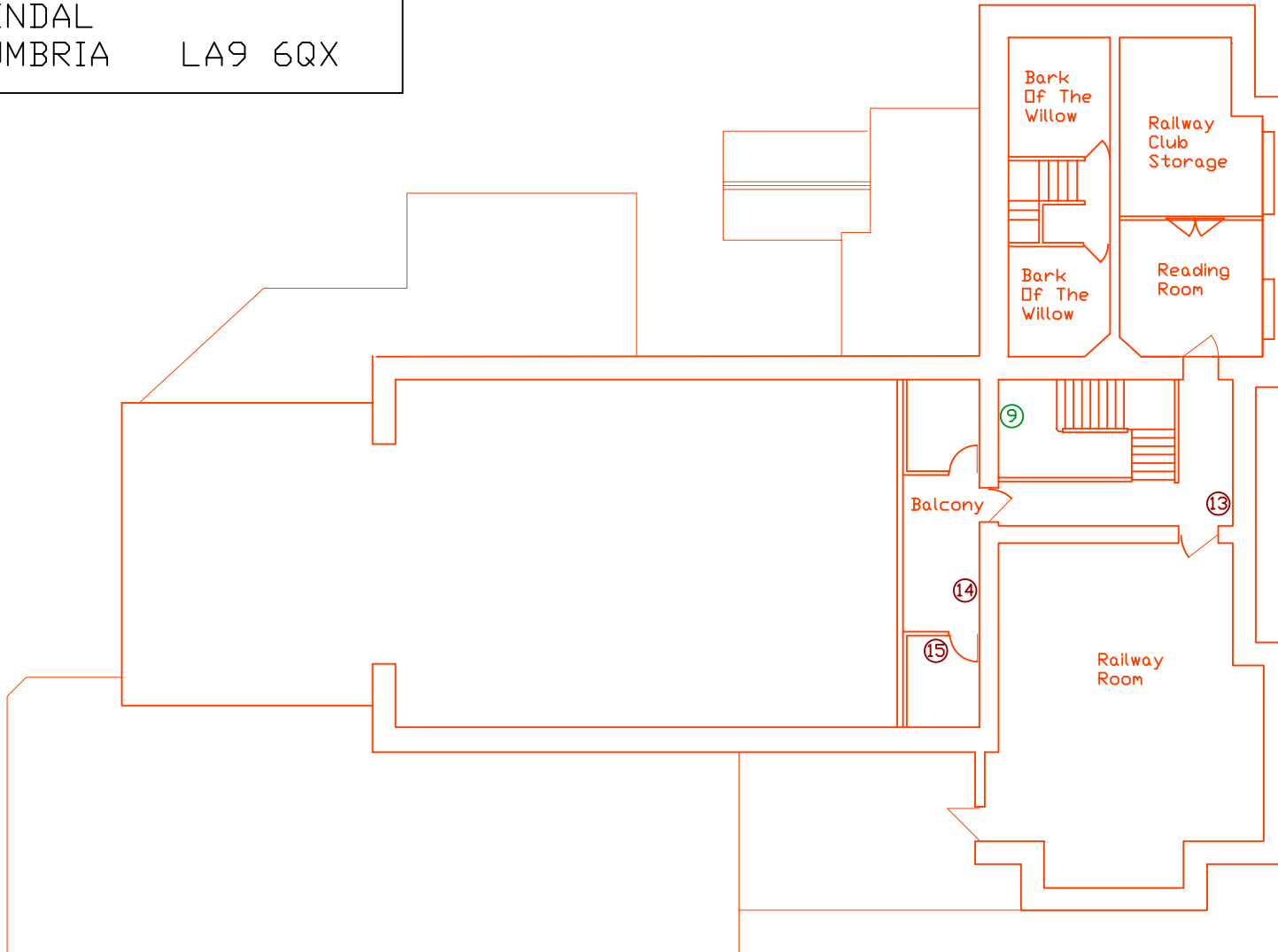


## Fire Equipment Key

- ① Manual Fire Bell
- ② Fire Extinguisher (Water)
- ③ Fire Extinguisher (Water)
- ④ Fire Extinguisher (Water)
- ⑤ Fire Extinguisher (Powder)
- ⑥ Fire Extinguisher (Water)
- ⑦ Fire Blanket
- ⑧ Fire Extinguisher (Water)
- ⑨ Manual Fire Bell
- ⑩ Fire Extinguisher (Powder)
- ⑪ Removed
- ⑫ Fire Extinguisher (Water)
- ⑬ Fire Extinguisher (Water)
- ⑭ Fire Extinguisher (CO2)
- ⑮ Fire Extinguisher (Powder)

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## FIRE EXTINGUISHER LOCATION DIAGRAM - UPSTAIRS



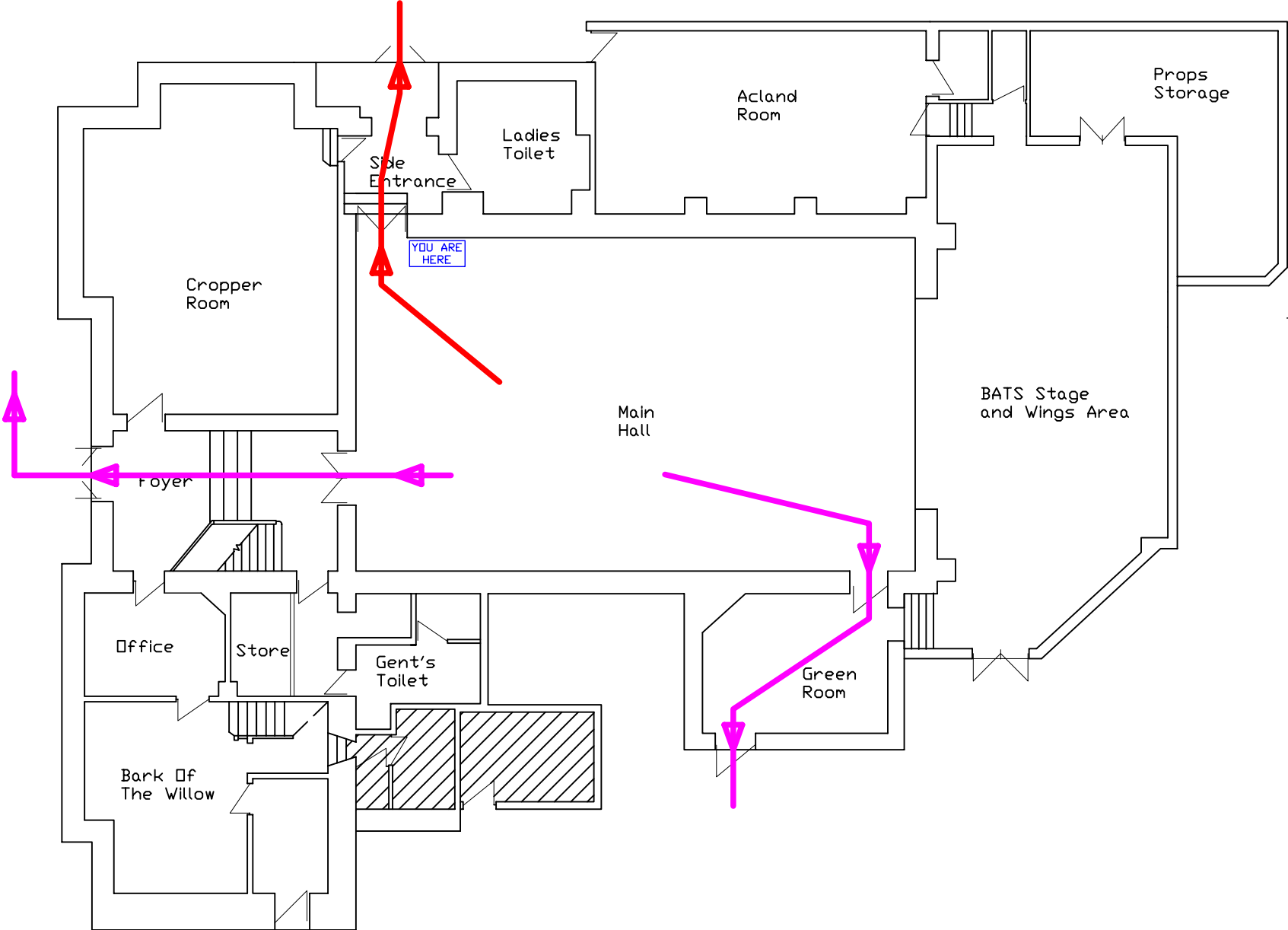
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— PRIMARY FIRE ESCAPE ROUTE  
— SECONDARY FIRE ESCAPE ROUTE

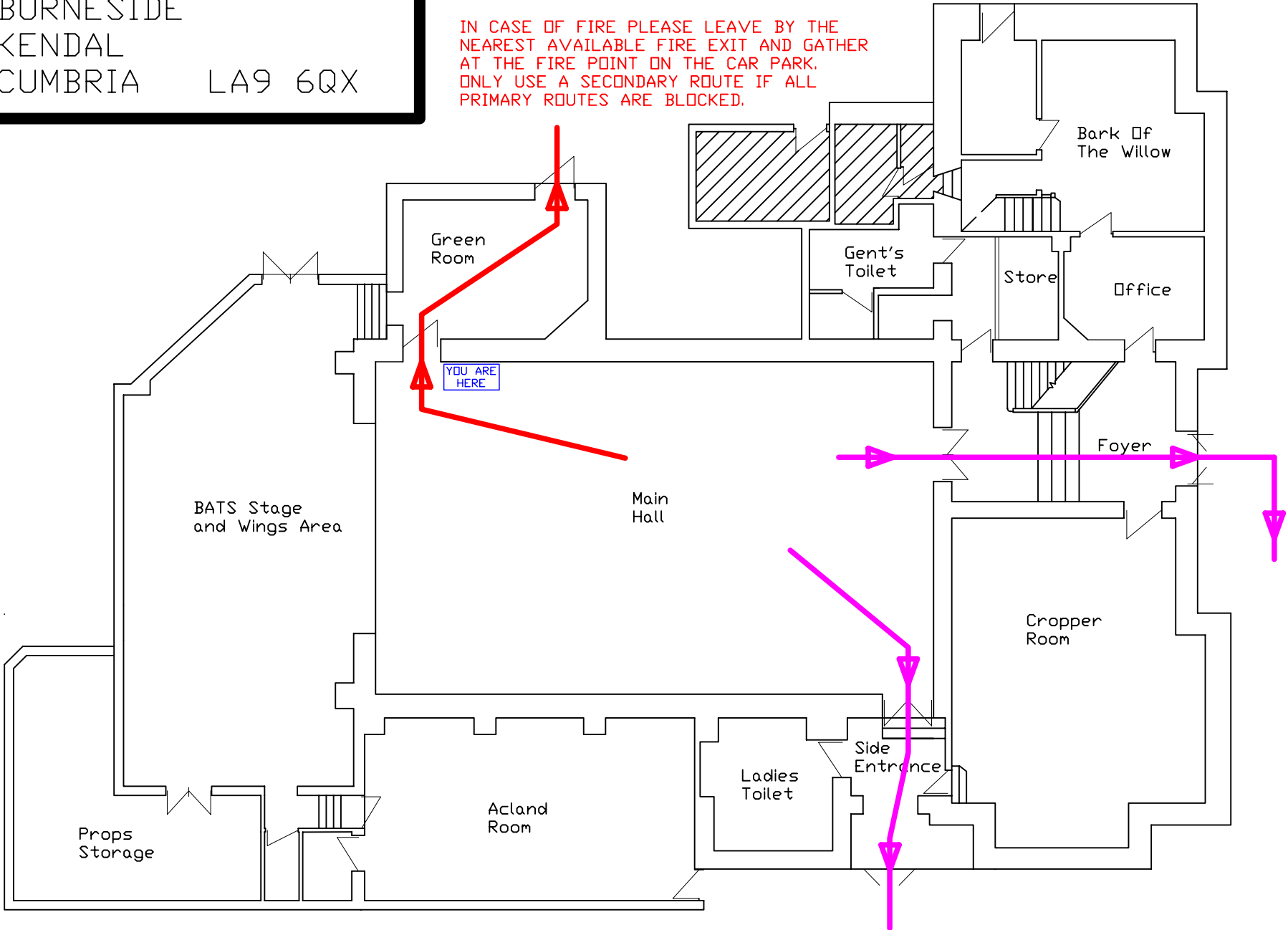
IN CASE OF FIRE PLEASE LEAVE BY THE  
NEAREST AVAILABLE FIRE EXIT AND GATHER  
AT THE FIRE POINT ON THE CAR PARK.  
ONLY USE A SECONDARY ROUTE IF ALL  
PRIMARY ROUTES ARE BLOCKED.



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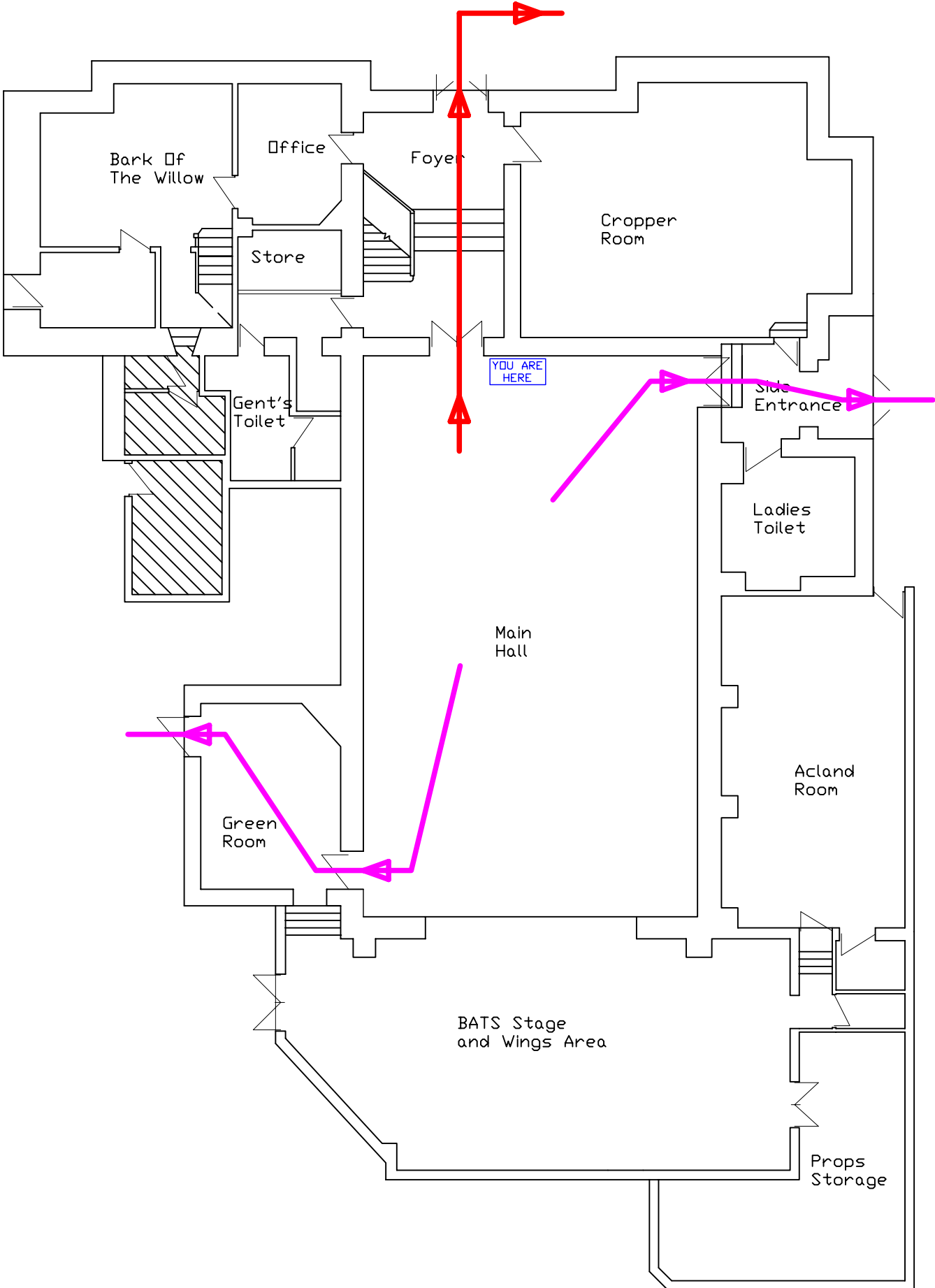
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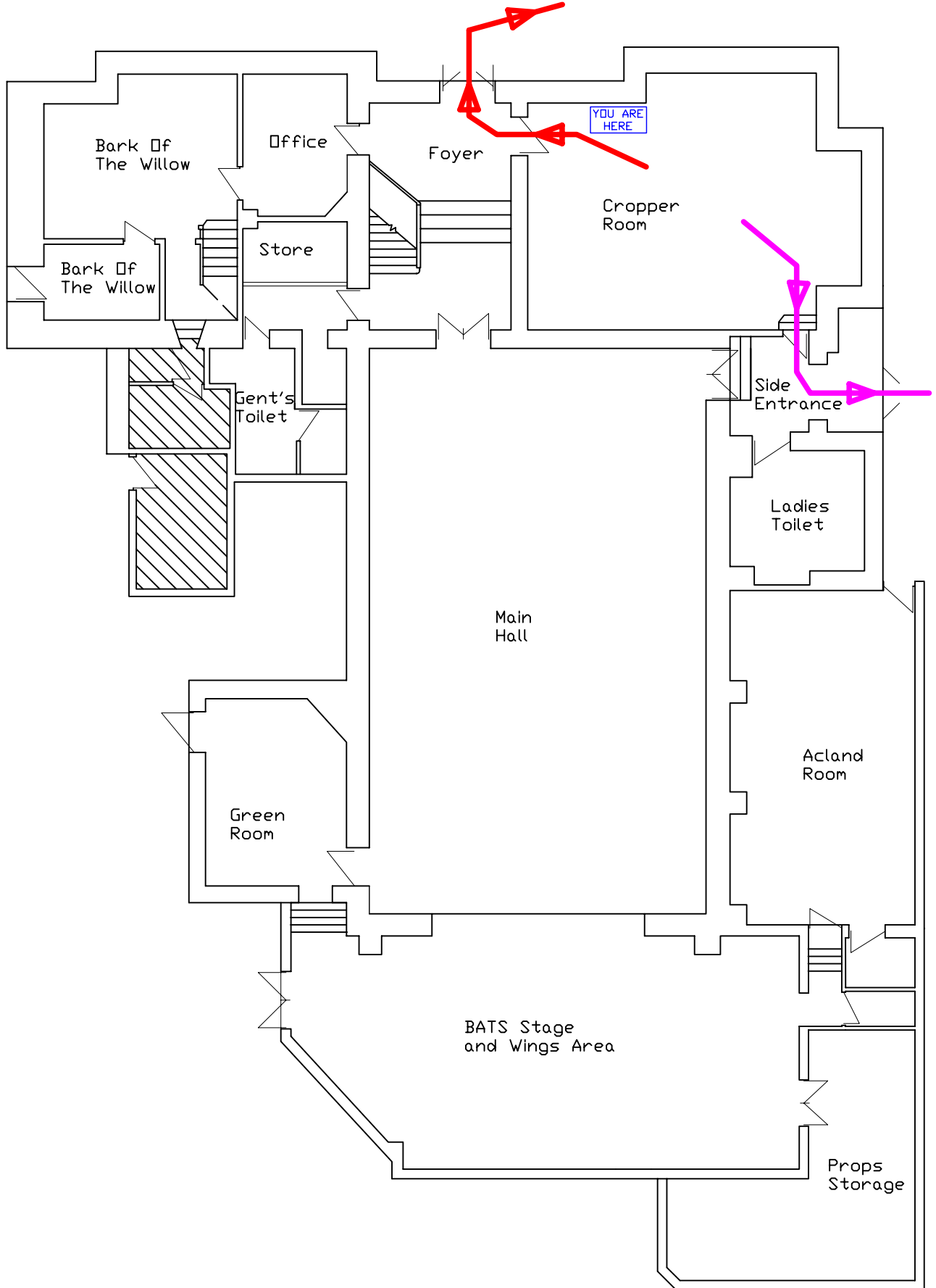
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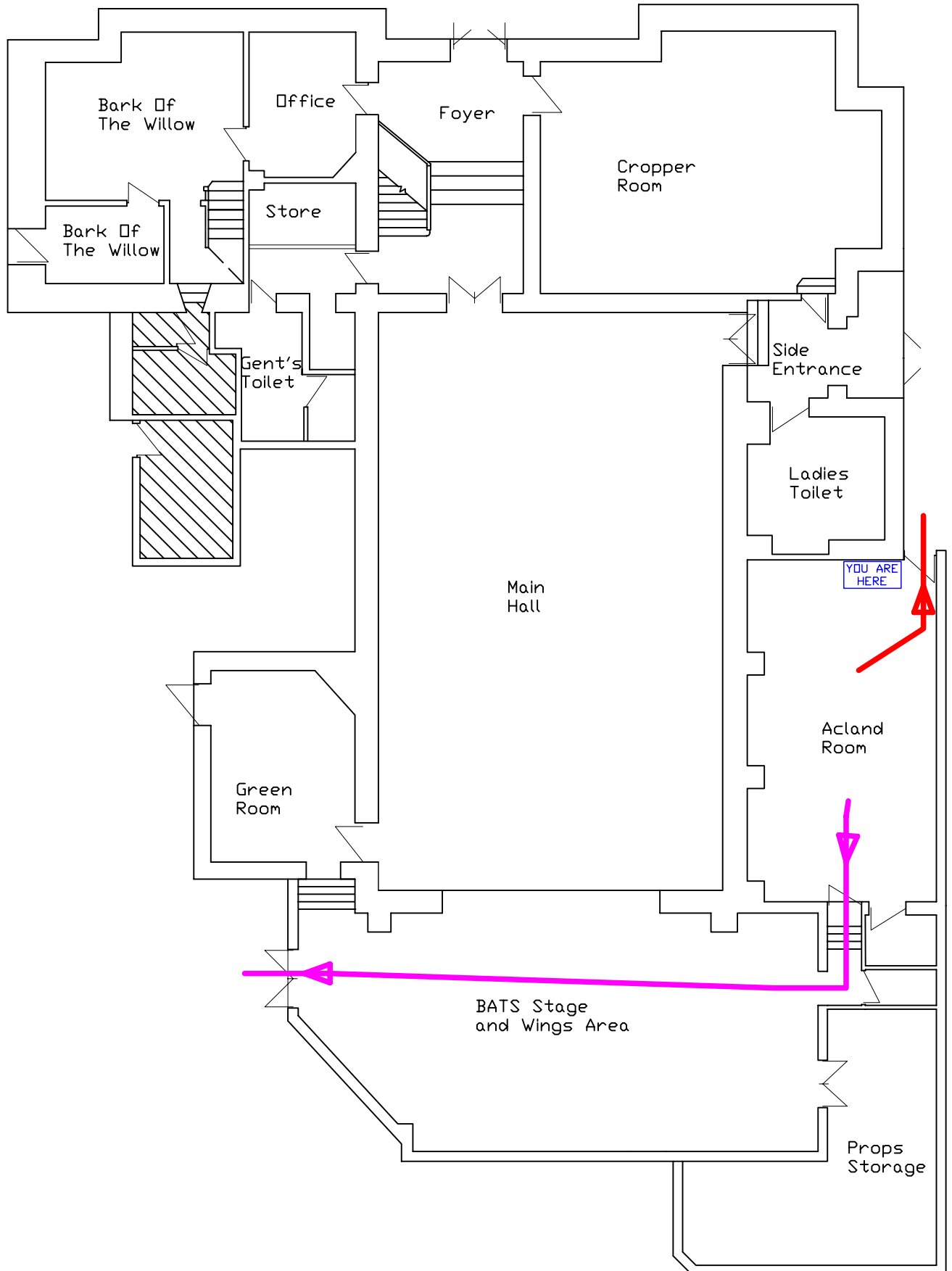


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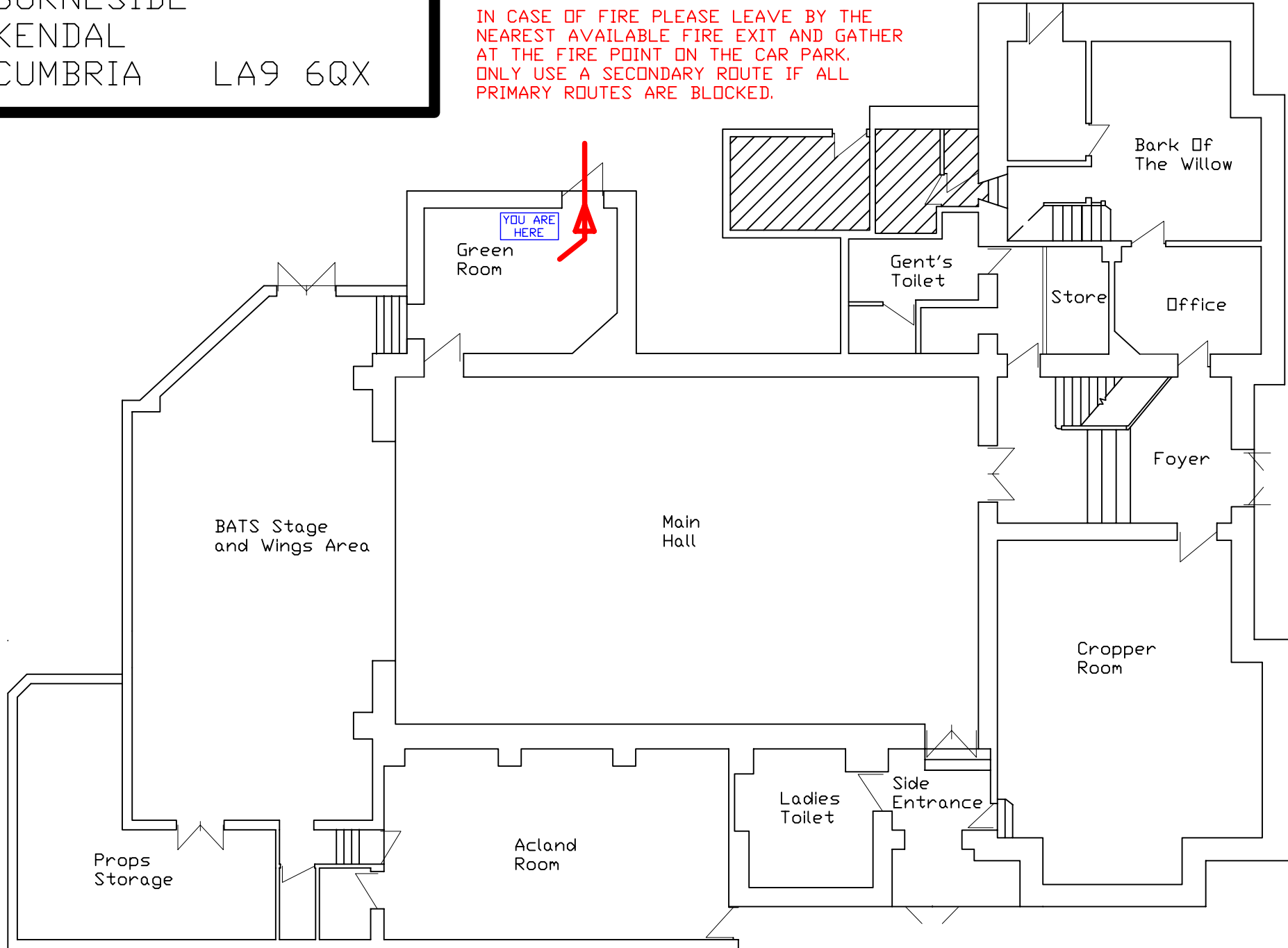
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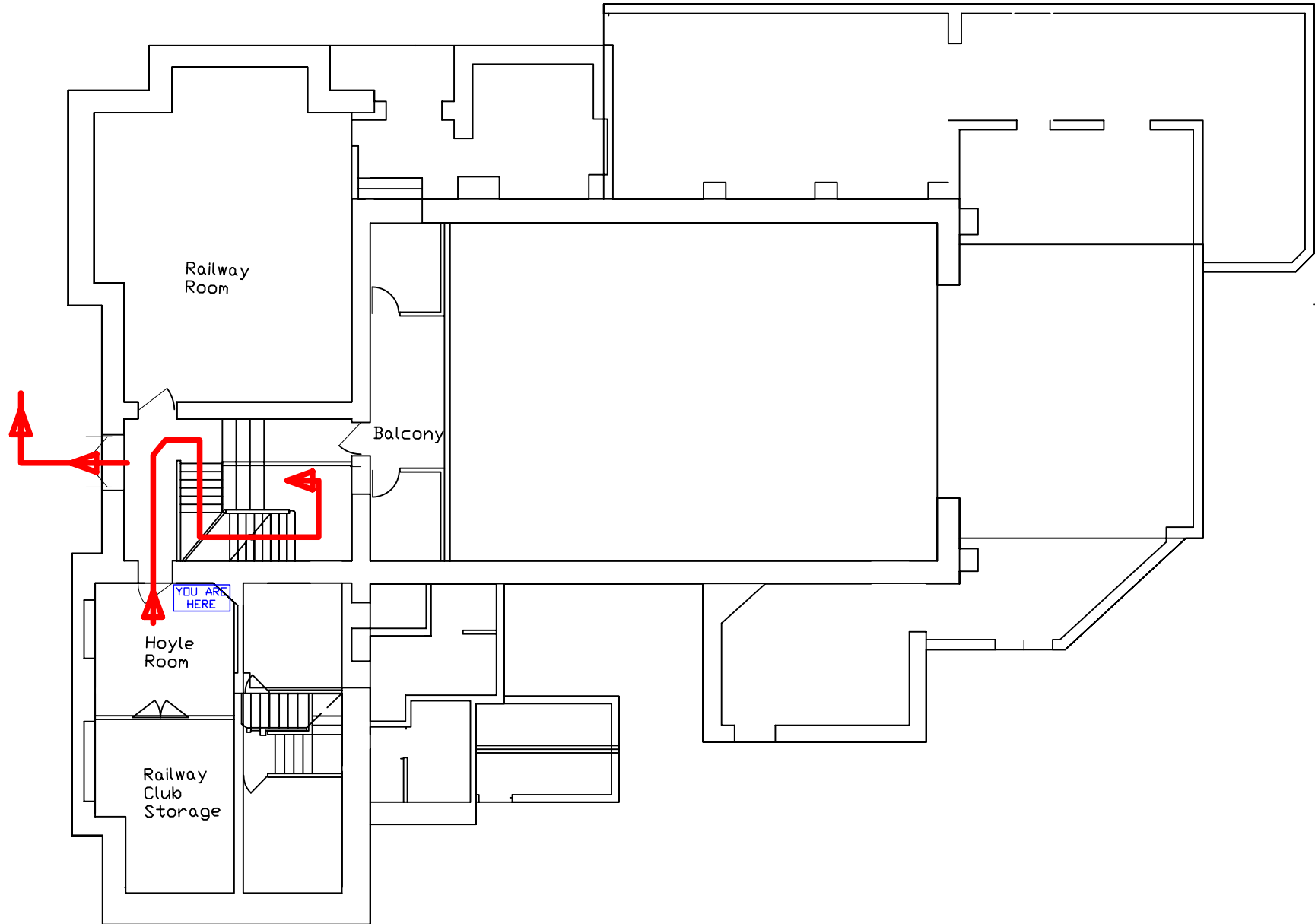
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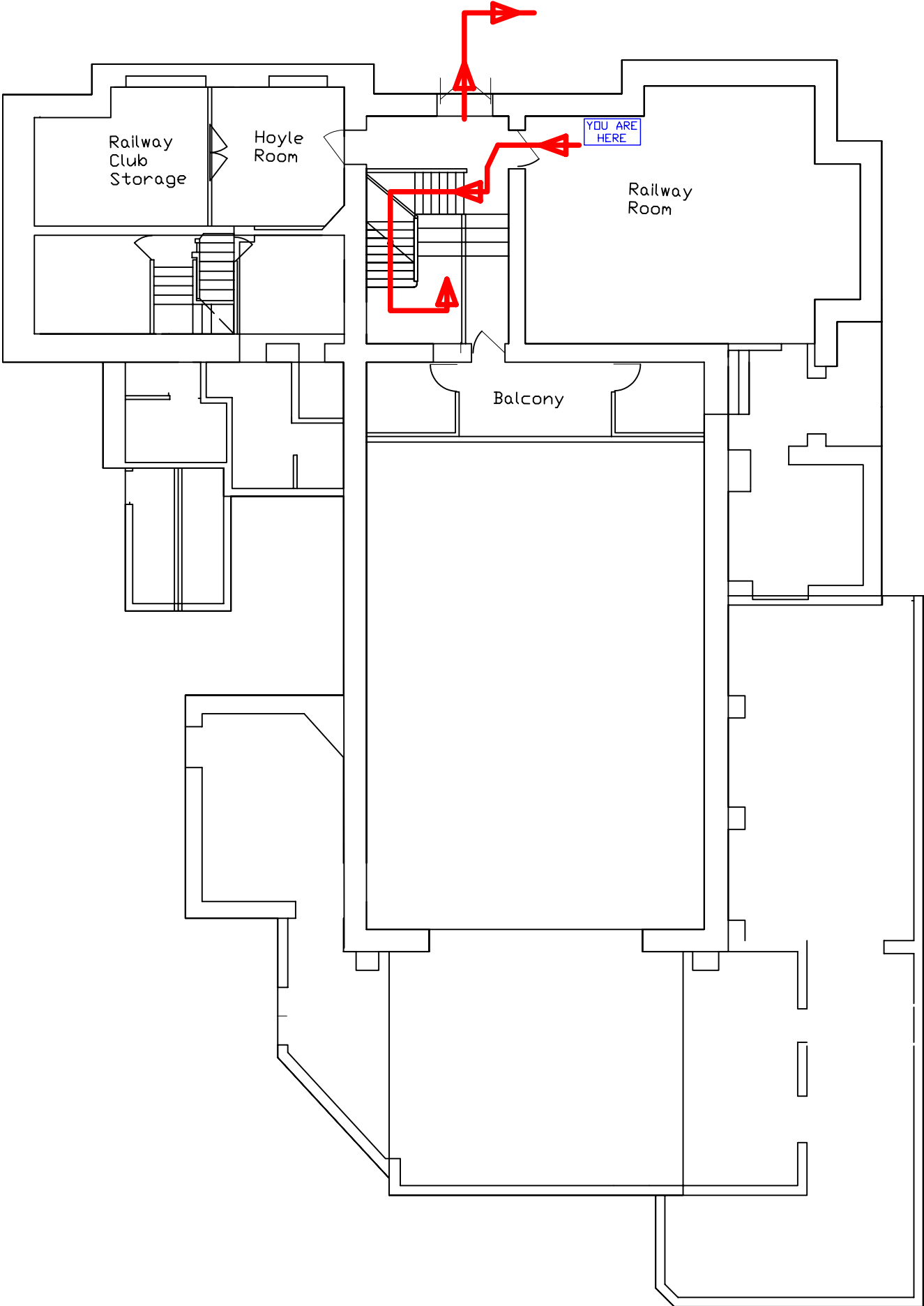
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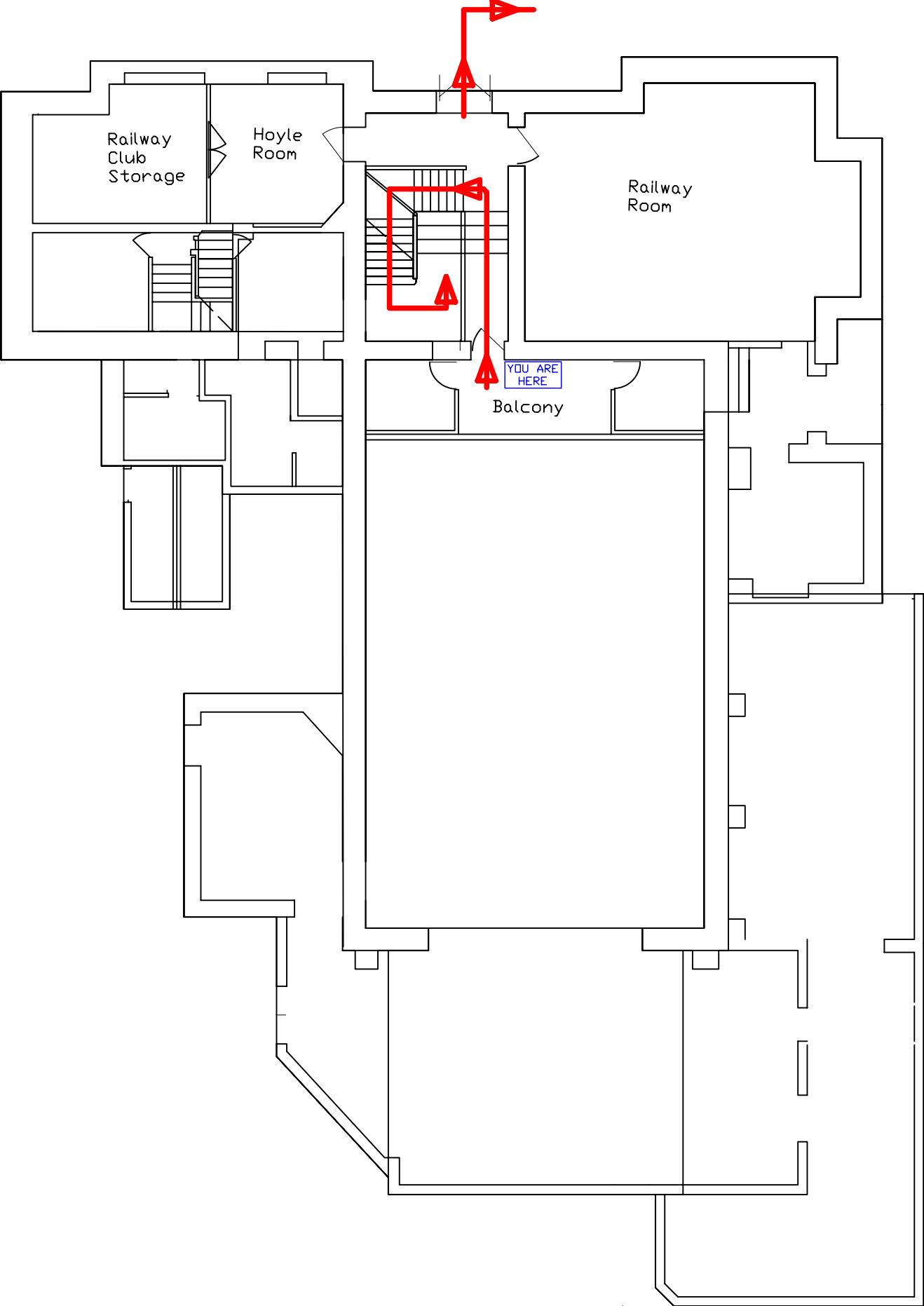
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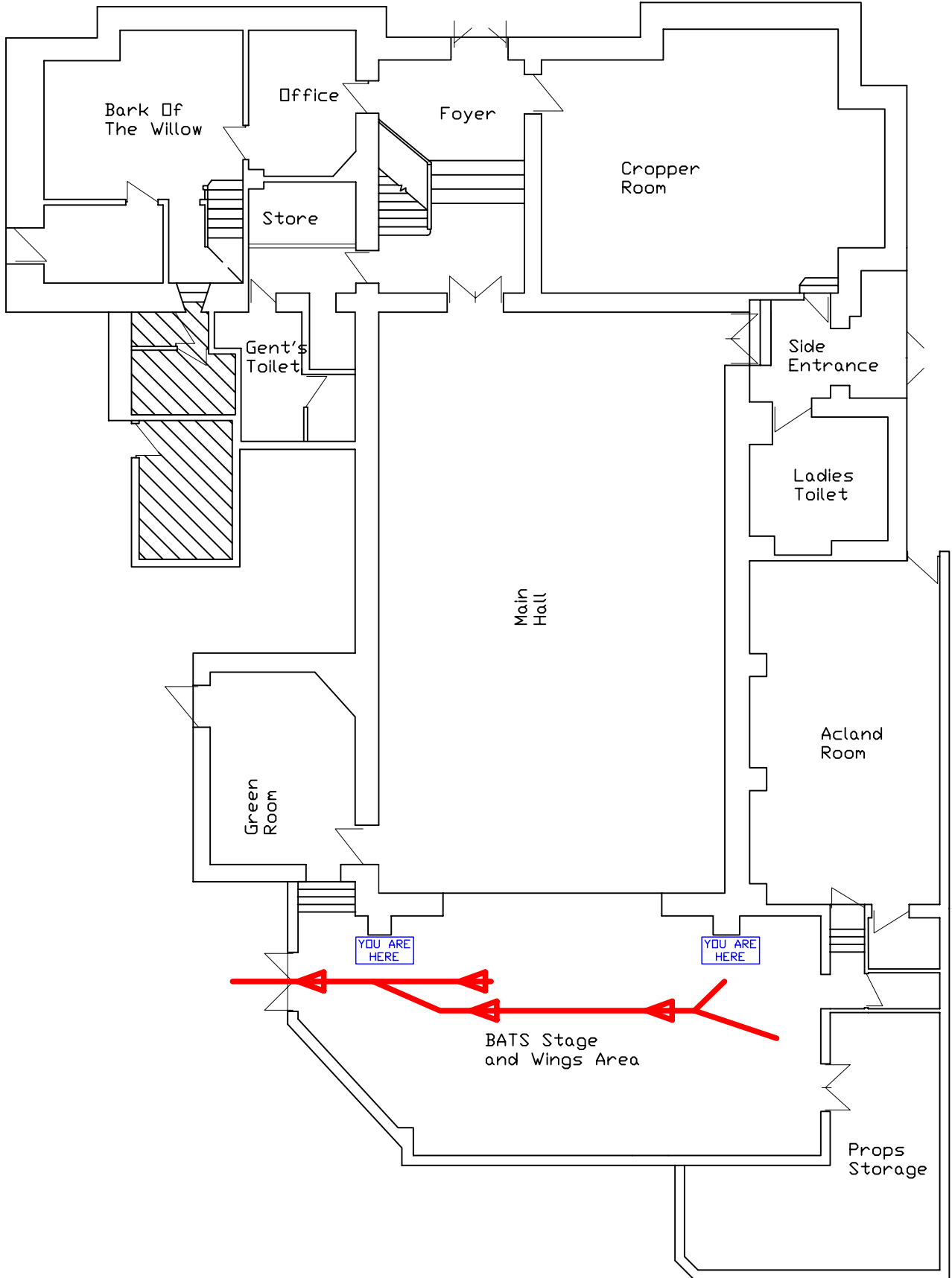
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