

Fire Alarm Activation Procedure

Nailsworth Subscription Rooms is protected by smoke and heat detectors installed in all rooms

Action on discovering a fire	<ul style="list-style-type: none"> ✓ Raise the attention of others by sounding the fire alarm. ✓ Notify other members of their group/staff what the fire involves. ✓ If competent and at no risk consider use of fire-fighting
What to do if the fire alarm sounds	<ul style="list-style-type: none"> ✓ Make your way to the nearest fire exit and assembly point. ✓ Ensure windows and doors are closed. ✓ Listen to directions given by Responsible Person.
Calling the Fire & Rescue Service	<ul style="list-style-type: none"> ✓ On hearing the alarm, the identified Responsible Person to put emergency call into Fire & Rescue Service by phoning 999
Evacuation of the building including those particularly at risk	<ul style="list-style-type: none"> ✓ All persons in the affected area should evacuate to the assembly point in the community garden, Market Street opposite the front of the Subscription Rooms (care to be taken when crossing the A46 Bath Road). ✓ The Responsible Person should check their designated areas to ensure the building is empty. ✓ Ensure arrangements are in place for disabled persons in your group.
Power and process isolation	<ul style="list-style-type: none"> ✓ If working in area of risk, such as kitchen, ensure that any processes that could be hazardous or could assist the fire are isolated.
Assembly points outside the building	<ul style="list-style-type: none"> ✓ On exiting the building go to the identified assembly point (community garden, Market Street).
Liaison with the emergency services	<ul style="list-style-type: none"> ✓ On arrival the Emergency Services will require the following information: ✓ Where is the fire located? ✓ What does the fire involve (size and description)? ✓ Are all persons evacuated from the building? ✓ For larger incidents, are building plans and service engineers available?
Escape routes and fire exits	<ul style="list-style-type: none"> ✓ Means of escape routes are checked daily. ✓ The Responsible Person/ Staff must be aware of alternative routes. ✓ All doors must be able to be opened without use of a key.
Fire-fighting equipment use	<ul style="list-style-type: none"> ✓ Fire-fighting equipment is provided to assist in securing your means of escape. ✓ Only competent persons who have received training, and providing it does not place themselves or any other persons at risk, should tackle a fire.

Responsibilities and duties to assist in case of fire

- ✓ All persons have a responsibility to ensure the building is evacuated by making their way to the nearest fire exit and designated assembly point.
- ✓ The Responsible Person has the added responsibility to ensure their designated areas are evacuated and to give any further information to the Emergency Services.
- ✓ The Responsible Person/ Staff who are trained in first aid fire-fighting, if appropriate and at no risk to themselves, may tackle the fire with a fire extinguisher.