

WILMOT STREET COMMUNITY CENTRE HEANOR

FIRE EMERGENCY PLAN FOR HIRERS OF ROOMS

RESPONSIBILITIES FOR SHORT TERM LEASING OF ROOMS

When the premises are leased or rented out the fire safety responsibilities of the hirer and those of the Council need to be established as part of the contract of hire.

It is crucial that the Temporary Responsible Person understands their duties for the duration of the event or function.

The **Responsible Person** for each event will need to be identified and recorded, and their legal duties made clear to them. In particular, they must be made familiar with the layout of the premises, the fire safety arrangements and the Emergency Plan.

The following instructions are part of the contract of hire and are provided by the Council to the hirer in order to help make the Temporary Responsible Person aware of their legal duties.

PRE HIRE AGREEMENT

As the Responsible Person for the event/function, you have legal duties with regards to the safety of all persons assisting or attending the event.

Before the event or function you should decide:-

- Your arrangements for fighting fire - is the equipment provided suitable and sufficient for any fire risks arising from your activities?
- The number and identity of assistants or staff to assist you in the event of a fire; eg to ensure all persons leave the building, the toilets and other areas are checked and the cooker left safe.
- Your arrangements for the safe evacuation of people identified as being especially at risk, such as performers, people with disabilities, children, members of the public and visitors.
- Who will stop any machines/processes/power supplies that need to be stopped or isolated if there is a fire?
- Your plans to deal with people once they have left the premises, especially children and old people, or those with special needs.
- **NOTE** No additional risks will be brought into the building without advance agreement, eg flammable liquids, pyrotechnics, naked flame, heaters, gas cylinders etc.

RUNNING YOUR EVENT

At the start of the event or function you should notify all those present about:-

- The smoking policy.
- The emergency warning signal.
- Who is supervising the event and how to identify them.
- Location of all the exits and escape routes.
- Location and use of refuges.
- Evacuation of the building not waiting to collect other belongings.
- The location of the assembly point.
- Not to re-enter the building until the Fire Officer says it is safe to do so.

YOU SHOULD ALSO IDENTIFY ANY PERSONS WITH SPECIAL NEEDS SUCH AS USERS OF WHEELCHAIRS, OR WHO HAVE IMPAIRED EYESIGHT OR HEARING.

During the event or function you should ensure that:-

- Escape routes and exits do not become obstructed or blocked.
- The no smoking policy is adhered to.
- Kitchen rules are adhered to.
- No naked flames are started (unless pre authorised eg candles).
- Where naked flames are present that combustible material is kept clear. (Not permissible without prior agreement).
- Rooms do not become overcrowded.
- Noise levels cannot drown out the fire alarm.

EMERGENCY PLAN FOR THE TEMPORARY RESPONSIBLE PERSON

Date and Time of Event	Room(s) in Use	Name of Hirers and Responsible Assistants	Signature

BEFORE THE EVENT OR FUNCTION YOU SHOULD BE AWARE OF:-

Item	Details	Tick When Complete	Hirer's Initial
1	Fire protection systems in place:- <ul style="list-style-type: none"> • Fire doors. • Fire exits and routes. • Fire fighting equipment. • Lighting. 		
2	Fire alarm and detection system details:- <ul style="list-style-type: none"> • Automatic fire detection system is installed. • Break glass alarm call points are on all exit routes. 		
3	If the fire alarm sounds you will hear the fire alarm siren and see the strobe lights flashing.		
4	If you discover a fire:- <ul style="list-style-type: none"> • Close the door of the room. • Raise the alarm by operating the nearest call point. • Evacuate the building using the nearest available exit. • Call the Fire Brigade by dialling 999 – mobile or phone kiosk. • Provide assistance to persons with special needs - eg wheelchair users. 		
5	Evacuate the building safely:- <ul style="list-style-type: none"> • Keep your group together. • Co-operate with any instructions. • Report to the assembly point. • Report to the Fire Service on arrival. • Do not re-enter the building. 		
6	The fire assembly point is:- <ul style="list-style-type: none"> • Car Park. 		

Item	Details	Tick When Complete	Hirer's Initial								
7	<p>Key points of the Emergency Plan are as follows:-</p> <ul style="list-style-type: none"> • Persons will try to exit the building by the door they came in. Make sure that queues do not form at the main front door and that persons use their nearest exit. • Offer help to wheelchair users - they may find it hard to propel their chairs across the grass. 										
8	<p>Arrangements provided for fighting fire:-</p> <ul style="list-style-type: none"> • Fire extinguishers and blankets are provided but take no personal risk. • Water extinguishers (all red) are provided for fires involving paper, wood, furnishings - Do not use on electrical fires or flammable liquids. • Dry powder (red/blue label) extinguishers are provided in the kitchen, safe for use on all types of fire. • A fire blanket is provided in the kitchen, safe for use on all types of fire. 										
9	<p>In case of the fire alarm operating please shut down all equipment that has been in use.</p> <ul style="list-style-type: none"> • Any equipment that you have brought into the building. • Kitchen equipment if in use. 										
10	<p>Rules for kitchen use:-</p> <ul style="list-style-type: none"> • Shut off all cookers before leaving the building. • Follow displayed kitchen rules at all times. 										
11	<p>How to call the emergency services.</p> <p>The responsible person at the time should call the Fire Brigade by dialling 999 – mobile or phone kiosk outside the building. The full address is:-</p> <ul style="list-style-type: none"> • Wilmot Street Community Centre, Wilmot Street, Heanor, Derbyshire, DE75 7EF. 										
12	<p>Meet the Fire Service on arrival and report to them on the location of the fire and details of any persons needing their assistance.</p>										
13	<p>Show all your helpers this document and ensure they are all familiar with it.</p>										
14	<p>Limitation on numbers of people. Maximum permitted numbers:-</p> <table style="margin-left: 40px;"> <tr> <td colspan="2">First Floor</td> </tr> <tr> <td>Main Hall</td> <td>100 persons</td> </tr> <tr> <td>Meeting Room</td> <td>12 persons</td> </tr> <tr> <td>Total in Building</td> <td>112 persons</td> </tr> </table>	First Floor		Main Hall	100 persons	Meeting Room	12 persons	Total in Building	112 persons		
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15	<p>If you need help or advice at anytime call the Clerk's Office on 01773 533 050</p>										