

## St Martin's and St Paul's Canterbury

### **PARISH CENTRE FIRE POLICY**

1. All users of the Parish Centre will ensure that they are familiar with the Emergency Exits and location of the firefighting equipment.
2. If a fire is suspected the nearest break glass should be broken to alert all the other occupants of the building. If safe to do so, and you are trained in its use operate the firefighting equipment to put the fire out yourself but do not put yourself or others in danger by remaining in the building.
3. Activation of the fire alarm will not automatically summon the Fire Brigade.

**Please dial 999 and report a fire at the Parish Centre, Church Street (St Paul's), Canterbury CT1 1NH.**

**What3words : simply,future,spicy**

4. Do not use the lift at any time in the event of fire.
5. On activation of the fire alarm all users must evacuate the building to the pavement on the opposite of the road. Once assembled the nominated leader of the Users must check that everybody is present and report any missing persons to the Fire Brigade on their arrival.
6. Do not re-enter the building yourself.
7. If the activation of the fire alarm is witnessed and accidental and the area has been thoroughly checked and no fire found or the Fire Brigade deem it safe the nominated leader of the Users may silence the system following the instructions on the fire panel.
8. To reset the system please contact the Designated Premises Supervisor as per the details on the Fire Panel.

Please note that in the event of the fire system being activated the windows in the hall will automatically close and the shutter in the kitchen will descend rapidly to close the kitchen off. Please keep the lower hatch door shut and the flap laid flat at all times.

May 2024