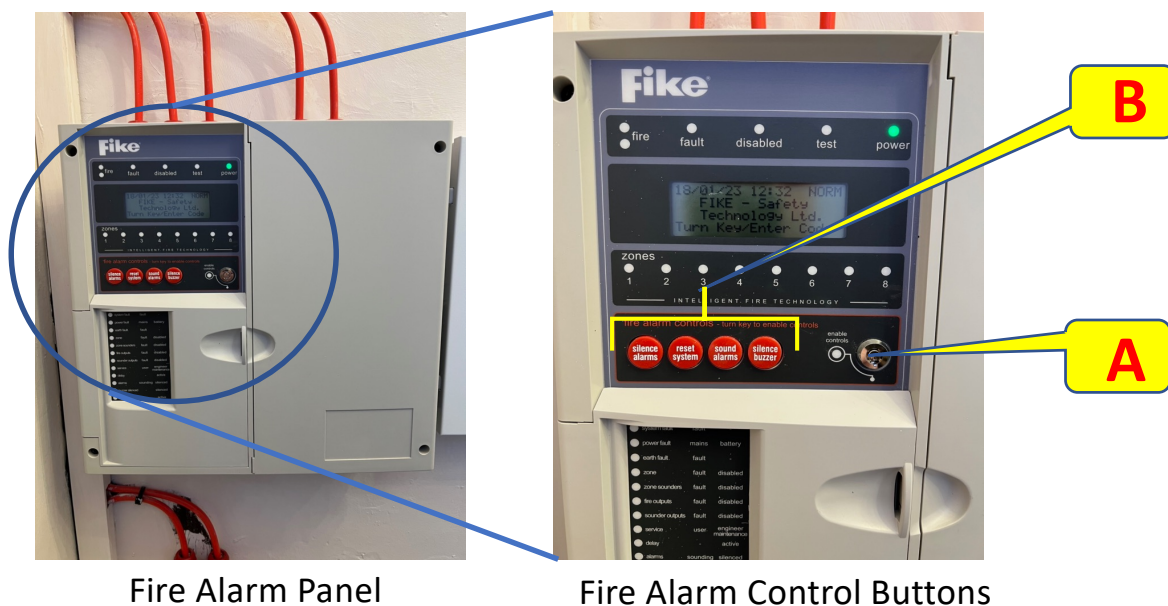


Fire Alarm Procedure

This document is for the guidance of all Partners and Users of the Chichester City Arts Centre on the procedure for what to do if they discover a fire or the Fire Alarm System is activated.

1. If you discover a fire, you must raise the alarm by operating the nearest fire alarm call point and shout **“Fire, Fire, Fire”** and evacuate the building by the nearest exit. All occupants should muster at the front of the Centre in Mount Lane being aware of any traffic in the Lane.
2. Whoever oversees the building at the time must ensure everyone is out of the building.
3. Call the Fire Brigade or delegate another person who you can rely on to do so. Tell them to tell you when they have done so and to report any advice received during the call.
4. If it is safe to do so, the person in charge must go to the Fire Alarm Control Panel to the left of the front double doors, take the Fire Alarm Panel key from the adjacent hook, and place it in the keyhole marked **“A”** in the diagram below. Turn the key clockwise as shown on the panel itself to enable the four **RED** buttons marked **“B”** in the diagram below.
5. Press the far-left button marked **“Silence Alarms”**, this will switch off the loud alarm noise so that you can talk easily to others if necessary.
6. Then identify from the row of lights above the row of red buttons marked **“ZONES”** where the fire is located (it is most likely to be obvious since there is only one or two spaces in the Centre, and these can be seen as you evacuate the building).
7. Exit the Building and await the arrival of the Fire Brigade. Tell them where (which zone) the fire is.
8. Once the building is declared safe to re-enter, the alarm system must be reset by pressing the second button on the left of the row of **RED** buttons. The illuminated display above the buttons will show the system has reset.
9. Turn the key ant-clockwise and replaced it on the hook provided.



Fire Alarm Panel

Fire Alarm Control Buttons