

Kilmallie Community Centre fire procedure

If the alarm sounds everybody must evacuate the entire building to the assembly point opposite the main entrance.

Once everyone is safe and accounted for a member of staff or event leader should determine if it is a genuine fire or a fire system fault.

Confirmation of a genuine fire or smoke situation is required and then 999 must be called to instigate emergency services action. State location is Kilmallie Community Centre post code PH337JH.

If no evidence of Fire or Smoke.

The alarm control panel is in the front porch, but this alone does not determine whether it is a fire or a fault.

The system will automatically call the Fenix monitoring centre and this in turn will generate a call to the first listed Kilmallie Community Centre member of the board of directors/staff. These calls do not go to the Fire Service.

A staff member or event leader should walk around the outside of the building and look to see if there is any evidence of fire or smoke. This can be done at a reasonable safe distance. If there is no sign of an issue and the person feels confident, then they can enter the porch area and go to the fire control panel. The panel will display which detector or call point in the building triggered the alarm. If the trigger point is in an area that is visible from a safe distance it is therefore reasonable to assume a fault has occurred. The system fault must be recorded stating which detector, location, time, any action taken and name of person reporting. The system panel can be reset thereafter. The event record should be placed in the office or the hall entrance letter box.

Call Fenix Monitoring on telephone number :- 03300552223 and state our ID is 547441 and that it is a false alarm only.

If there is any doubt or concern at all call 999

Issued 1st October 2023