



Mile End Road, Colchester, CO4 5DY

Fire: Know The Drill

This document sets out the duty of all Hirers of Myland Parish Halls with regard to fire prevention and precautions, fire procedures and action in the event of fire.

Fire prevention

- Each room in Myland Parish Halls is fitted with a sensor to detect smoke or high temperature.
- Each sensor is linked to the Fire Control Panel
- There are sounders in each area which emit a high-pitched sound when fire is detected. A red flashing light will also be activated in the disabled toilet.
- Once activated, the sounders cannot be silenced until the system is reset by a member of staff.
- Fire extinguishers, both CO₂ and Foam, are located in each area; there is a Fire Blanket in the kitchen.
- There are Fire alarm buttons in three locations on the ground floor.
- Fire Exits are signposted with green “running man” symbols.
- Should the lighting fail because of fire, emergency lighting will be activated.
- Plans of the Ground Floor and First Floor are printed in this document, and are also on the noticeboard in the entrance area, showing the location of Fire Alarm buttons, extinguishers, fire exits and the Control Panel.
- The Assembly Area is the path by the Church porch, or inside the Church if it is open.

Fire precautions

- The premises and grounds must be kept tidy at all times, and in particular no combustible material must be left unattended at the site.
- Smoking within Myland Parish Halls is prohibited by law.
- No naked flame must be lit within any room of the Halls.
- Fire doors, which are marked as such, must be kept closed, and must not be wedged open under any circumstances.
- Radiator grilles must not be covered.
- Walkways, especially Fire Exit routes, must not be obstructed. In particular, no furniture, baby buggies or other items are to obstruct the entrance area or the foot of the stairs. Buggies may be kept in the seating area.

Fire procedures

- It is the responsibility of the Hirer to ensure that all appointed leaders and members are aware of all fire procedures, and the Hirer should also ensure that procedures are in place to protect their casual visitors to the premises.
- Visitors should be asked to sign the Visitors' Book, which is placed by the reception desk.
- The Hirer must keep a record of all members who are present at each session.
- Regular Hirers and their members must familiarise themselves with the location of fire exits, fire extinguishers and alarm buttons.
- Regular Hirers must also have a Fire Evacuation Plan, which must be tested by means of an evacuation at least once every term, or three times per calendar year.
- The Evacuation Plan must include the points mentioned under "Action in the event of fire" below.
- A record should be kept of training and trial evacuations.

Action in the event of Fire

- If any person becomes aware of a fire within the premises, however slight, the person must arrange for the nearest Fire Alarm button to be pressed, and people within earshot should be alerted by shouting "Fire!".
- In all cases, the Fire Service should be called by telephoning 999.
- When speaking to the Fire Service, the caller should say:
"Fire at Myland Parish Halls, Mile End Road, Colchester, CO4 5DY"
- The caller should then telephone the Halls Bookings Manager (the number is on the Hiring Agreement and the external noticeboard), or a leader of Myland Parish Church to advise them of the fire.
- Where it is safe to do so, attack the base of the fire with the nearest appropriate fire extinguisher.
- On hearing the fire alarm, all occupants of the building must make their way through the nearest fire exit to the Assembly Point, without stopping to pick up possessions.
- An appointed Leader must, where it is safe to do so, check all accessible rooms and common areas, including the toilets and store rooms, to ensure that the premises have been fully evacuated.
- An appointed Leader must move to the Assembly Point, carrying the register of attendance and the Visitors' Book, and verify that all people have left the premises.
- Where possible, doors should be left closed when exiting the building.
- No-one must re-enter the building until advised by the Fire Service that it is safe to do so.

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