

Fire safety procedures.



Rooms.

Action to be taken in the event of a fire or fire alarm

If you discover a fire:

- Sound the alarm by breaking the glass at the nearest call point
- Call the Fire Brigade
 1. Dial 999 for the emergency operator
 2. Give the operator your telephone number and ask for FIRE
 3. When the Fire Brigade replies clearly give the address **44 Guildbourne Centre, Worthing, BN11 1LZ and advise them whether the fire is south (Ann Street) or north (Chatsworth Road) of the building.** Do not replace the receiver until the address has been repeated by the fire brigade

Only attempt to tackle a fire if you have fire appliance training, are sure that it is safe to do so and you are not putting yourself or others in any danger.

- If you have any visitors, contractors, are working with someone with a disability or have members of the public with you during an evacuation it is your responsibility to ensure that they leave the premises with you.
- When leaving the building, **do not stop** to collect personal belongings. **Go straight to the assembly point, which is the clocktower south side of the Guildbourne Centre and wait there.**
- Do not re-enter the building unless you are told to do so by a Fire Warden.

If you hear the fire alarm:

- Leave building immediately by the nearest fire exit. **WALK BRISKLY, DO NOT RUN.**
- Close all doors behind you.
- If you have any visitors, contractors, are working with anyone with a disability or have members of the public with you during an evacuation it is your responsibility to ensure that they leave the premises with you.
- When leaving the building, **do not stop** to collect personal belongings. **Go straight to the assembly point, which is the clocktower south side of the Guildbourne Centre and wait there.**
- Do not re-enter the building unless you are told to do so by a Fire Warden.

Appointed fire wardens' responsibilities

Fire Warden's Responsibility in the Event of an Evacuation:

On hearing the fire alarm:

- Call the Fire Brigade
 1. Dial 999 for the emergency operator
 2. Give the operator your telephone number and ask for FIRE
 3. When the Fire Brigade replies clearly give the address **44 Guildbourne Centre, Worthing, BN11 1LZ and advise them whether the fire is south (Ann Street) or north (Chatsworth Road) of the building.** Do not replace the receiver until the address has been repeated by the fire brigade

Call the fire brigade immediately to every fire or on suspicion of fire.

- The Fire Warden will check to ensure that everybody has vacated the building in an orderly fashion including business users, staff, and contractors.
- Check fire panel to locate area of fire
- Ensure where possible that all equipment is left in a safe condition
- Check toilets and other isolated areas
- Check that all areas are empty before leaving the building
- If possible, close windows and doors to prevent fire from spreading. Do not put yourself at risk!
- Try and find out the details of the cause of the alarm so that the Fire Brigade can be informed when they arrive. The Fire Warden should then await the arrival of the Fire Brigade and liaise with them accordingly. No staff or member of the public should be allowed to return to the building until the Fire Brigade gives the all clear

On arrival at the assembly point:

- Ensure the orderly assembly of personnel including Rooms members, visitors, and contractors
- Conduct a roll call
- Ensure people do not re-enter the building until it is safe to do so

Fire extinguishers

There are water and carbon dioxide extinguishers situated at all call points throughout the building, please make sure you note their location.

Carbon Dioxide: for use on electrical fires and flammable liquids.

Foam Extinguishers: for use on fires involving wood, paper, fabrics, and electrical fires.