

# Fire Safety for Event Organisers

## Raising the alarm

The Centre has 3 alarm points. These are wall mounted red boxes and have fire safety information posted with them. They are positioned in the following places: -

1. Entrance Hallway
2. Kitchen
3. Top of Stairs in the new building

To raise the alarm lift the clear plastic cover and press the black button in the centre of the alarm point. Follow the fire action instructions shown by the call point and on the following sheet. **The building should be evacuated to the front garden. Check that everyone from your event is safely outside.**



## Use of extinguishers

Every extinguisher has a sign on the wall indicating the type of fire that it can be used on.





# Fire action

If you discover a fire



**Raise the alarm**



**Call the Fire Brigade**  
by dialling **999**



**Leave the building by the**  
**nearest exit**



**Report to assembly point at**  
**The front garden**



**Do not stop to collect**  
**personal belongings**



**Do not return to the building**  
**until authorised to do so**