
Arkenstall Village Centre
(Registered Charity No. 300394)
7 Station Road, Haddenham, Ely, Cambs CB6 3XD

email: bookings@arkenstallcentre.org.uk bookings phoneline: 07538 449677

Fire Emergency: What to do

At the first sign of a fire the Stewards will:

- a) If the fire is localised and its source is identifiable (eg a fire in a waste bin) **and** if the Stewards have had appropriate training in the use of fire extinguishers
- Use an appropriate extinguisher to put out the fire
- b) **IN ALL OTHER CIRCUMSTANCES** or if the fire is not immediately extinguished
- Activate the alarm if it has not already been activated
 - Guide all the attendees at the event to the nearest safe fire exit and to the Assembly Point. Any coats or personal belongings should be left, except if needed for medical or mobility reasons.
 - If it is safe to do so, check all three rooms to be certain that there is nobody remaining in the building.
 - Telephone the Fire Brigade at any outbreak of fire, however slight.
PLEASE NOTE: There is no nearby public telephone.
 - Ensure that nobody attempts to re-enter the building, unless told that it is safe to do so by an Officer of the Fire Brigade.
 - Check attendees' names against the register if one is kept.
 - Ensure that no vehicles are moved unless they are obstructing the Fire Brigade or an Officer of the Brigade requires them to be moved.
 - Give the Bookings Officer details of any fire and any call out of the Fire Brigade.

Stewards should practice Emergency Evacuation procedures once a year with their group

Fire safety – guidance for users of the Arkenstall Village Centre

1. The Hirer may take on the role of Fire Steward, and/or delegate that role to competent adults who will be present at the event. Stewards on duty must be easy to identify. There should be on the premises a minimum of:
 - Two stewards for up to 100 people
 - Three stewards for 100-200 people
 - Four stewards for more than 200 people

2. Before the start of any hiring the Hirer will ensure that Stewards receive instruction in the following matters:
 - The action to be taken in event of fire (see overleaf). This includes calling the Fire Brigade and evacuating the Premises safely to the Assembly Point adjacent to the re-cycling facilities in the car park.
 - The location and use of fire equipment (see attached plan).
 - Escape routes and the need to keep them clear (see attached plan).
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

3. At the start of any hiring, the Stewards shall check the following items:
 - That all fire exits are unlocked and panic bolts are in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the Premises.

4. During any hiring the Stewards shall ensure that:
 - All means of exit from the premises are kept free from obstruction and immediately available for instant free public exit.
 - The emergency lighting supply illuminating all exit signs and routes is turned on for the whole of the time the premises are occupied.

5. Further recommendations:
 - At a regular date and time a fire drill should be staged if practicable, with clubs who use the hall, so as to familiarise them with the procedure.
 - Wheelchair users to be positioned near the fire exits for their own safety.

Arkenstall Village Centre fire equipment and emergency exit routes

