

## **Fire Safety when Hiring The Triangle Centre**

*It is essential that you are familiar with these instructions as there is not always a member of staff on site at The Triangle Centre.*

### **What to do on discovering a fire:**

- **Sound the alarm** by breaking the glass on the fire alarm panels.
- **Leave the building** following the instructions listed below.

### **What to do when the fire alarm sounds: The alarm is a continuous ringing sound.**

- When it sounds, **leave the building** by the nearest exit, taking with you a list of all who are present in your group.
- Do not ignore it or assume that it is a fault or drill. Do not stop to pick up your belongings.
- Do not return to the building unless the fire service agrees that it is safe to do so.
- Liase with other users to ensure that:
  - (a) **The fire service is called** – call 999
  - (b) **The caretaker is called** to reset the alarm - Gavin Bicknell on 07901942126
  - (c) **Send a representative** to the Green in front of the centre to confirm to the fire brigade that all your members are safe and accounted for.

If you cannot get hold of the caretaker ring the Community Centre Manager Vanessa Beech on 01730 893293. Both these numbers can be read on the front door of the centre.

In the event that none of the groups has a mobile phone please ask in The Whistle Stop Public House if you can use theirs.

- **Walk don't run**
- **Do not block open fire doors ever.**
- **Close all doors behind you.**
- **Please ensure that everyone in your group knows the location of the fire exits and your assembly point and that the fire alarm is a continuous ringing sound.**

### **In the event of an accident:**

A First Aid Box is located in the Coffee bar in the green cupboard on the gallery wall.

There is a telephone in the office. Please note that the office is often locked for the duration of our sessions.

**ASSEMBLY POINT FOR WOODCRAFT  
GROUPS IS THE NEW CAR PARK  
IN STATION ROAD NEAR BRAMBER  
MEWS**