

## **Important Fire Safety Advice**

**If you are hiring the Pavilion your Organisation needs to take account of certain important information to ensure your safety in the case of fire.**

Our responsibilities under the **Regulatory Reform (Fire Safety) Order 2005** require us to ensure that you are aware and understand the following fire safety features associated with these premises before you occupy it:

- The premises Emergency Evacuation Plan (detailed on page 2).
- All necessary exit routes from the building.
- The fire alarm system for giving warning in the case of fire (The location of the main fire alarm panel, fire alarm call points and any associated automatic fire detection).
- Fire extinguishers, type, and their location.

Please be aware that you may need to nominate persons with specific safety responsibilities to deal with an evacuation in a safe and efficient manner and ensure that the exits from the building are available for use in an emergency.

Any electrical appliances that you bring on site must be safe and ideally have proof of a current portable appliance test (PAT).


A person with knowledge of the building will meet you on-site and show your representative the premises and cover the bullet points highlighted above before you make use of the Pavilion.

We have read and understand the contents of this document.

Name: .....

Signature: .....

## Emergency Evacuation Plan:

- If you discover a fire operate the nearest fire alarm call point  to ensure that you warn all other persons in the building.
- Then if it is considered safe to do so, use a fire extinguisher to tackle the fire. If one extinguisher has not put out the fire it is not safe to continue, and you must evacuate.
- When the fire alarm actuates all persons within the building must evacuate to:

**Assembly Point: Outside adjacent to the Tennis Courts.**

They should not stop to collect personal belongings.

- Nominated persons should ensure, as far as is practicable and without endangering themselves, that all persons have left the building.
- A nominated person should call the **Fire & Rescue Service** using the **999** system:

**Premises Address is: The Pavilion,  
College Ride,  
Bagshot,  
Surrey,  
GU19 5ET**

- The Manager of the event should meet the **Fire & Rescue Service** when they arrive and give them any relevant information to assist them: are any persons unaccounted for? location of the fire if known, location of the fire alarm panel etc.
- No persons should re-occupy the building without the consent of the **Fire & Rescue Service**.