

Combe Reading Room (2005) Trust Fire Evacuation Plan

All hirers should:

Have a charged mobile phone in case of an emergency.

Know where the fire extinguisher and fire blanket are located (see below).

Ensure escape routes are unlocked and free from obstructions.

Ensure there is no use of candles or smoking on the premises.

At the end of a function:

- Turn off and unplug all electrical equipment in the kitchen.
- Turn off the heaters in the main room and kitchen.
- Turn off lights and close doors.

A Fire Action notice is displayed on the wall by the door in the main room and in the entrance hall. On discovering a fire, you should:

Raise the alarm – shout FIRE, FIRE, FIRE and tell people to evacuate the building.

Give assistance to people with disabilities and others who may require help.

Call the fire brigade – 999. The address of the premises is Combe Reading Room, The Green, Combe, Witney OX29 8NT.

Turn off power supplies, if safe to do so.

Close doors to contain the fire if possible.

Ensure that all hirers/users **report to the designated assembly point** (see below).

Check the toilet block in the Long Room to make sure everyone has left the site.

Inform the caretaker – Sue Golder

FIRE EXTINGUISHER - located in the entrance lobby, near the front door.

FIRE BLANKET - located in the kitchen.

ASSEMBLY POINT - by the tree on the Little Green, directly outside the front door.