

**WANSTEAD HOUSE COMMUNITY ASSOCIATION**  
**FIRE AND HEALTH & SAFETY**

1. Primary role is for safe evacuation of all persons and takes priority over fighting any fire and saving property.
2. Fighting a fire should only be attempted once the alarm has been raised and it is safe to do so. Employees should not attempt to use fire extinguishers.
3. All visitors/contractors are informed of fire procedures via the Visitor Safety Notice which is displayed in the main entrance. In addition Blue Dot Fire Action notices with a summary of Evacuation plan are displayed in all rooms.
4. Visitors with a disability will be assessed how best to assist them to evacuate the building in the event of the fire alarm operating.

**FIRE DETECTION & WARNING ARRANGEMENTS**

1. The building's fire detection and warning system when activated produces a continuous evacuation sound (plan of call points attached)
2. On hearing the alarm evacuate the building immediately following designated fire escape routes to the nearest fire exit (plan attached) proceed to the Green opposite.
3. The fire alarm panel is located outside the Centre Office.
4. Fire detection/warning equipment is checked/serviced regularly and records logged.
5. Primary/emergency lighting is provided throughout the House and Hall to illuminate escape routes, such lightings subject to checks and services regularly, records logged.
6. Portable fire extinguishers are placed in strategic locations (plan attached) and are checked and serviced regularly and records logged.

**DISCOVERING A FIRE**

1. Evacuate all persons, close the door to the room where the fire was discovered to contain and prevent spread to other parts of the building.
2. Operate the nearest red fire alarm break glass call point and make others in the immediate vicinity aware of the danger.
3. If you see a small fire developing, do not rely on any fire detection to operate the fire alarm. A fire in the early stages of growth will not produce sufficient smoke to trigger the ceiling fire detectors.
4. Leave by the nearest fire exit and report to the fire assembly point on the Green opposite Wanstead House.
5. If possible call Emergency Services from a safe location.
6. Class tutors/group leaders and/or those responsible for the occupants of any hiring will immediately cease their activity and ensure all users evacuate the respective room/area to the fire assembly point where they will take a roll call of their group and inform Wanstead House Staff on duty that everyone is out of the building. The Staff member will check the building to ensure everyone has evacuated. In the absence of Wanstead House personnel the hirer is responsible for ensuring all those attending are evacuated to the assembly point.
7. When the Bar is open the Duty Bar person will stop serving, shut the Bar and ask customers/members to leave the building by the nearest available fire exit and assemble on the Green.
8. Evacuation of disabled persons – ground floor/Hall by marked emergency exits to the fire assembly point, first floor proceed to designated Refuge Point situated by the lift on the first floor, wait for further assistance – on the second floor wait for assistance.

**NOTE – Unless you are trained to use a fire extinguisher do not attempt to fight a fire.**