

Fromus Centre – FIRE SAFETY

The Saxmundham & District CIC (SADCIC) take fire safety extremely seriously and we wish to remind hirers of the following:

- It is the responsibility of each hirer to familiarise themselves with the fire safety procedures and the location of all fire safety equipment at the centre.
- Hirers are responsible for those attending any event /class etc and should ensure that all those in attendance are aware of the fire evacuation procedure. We strongly recommend that all hirers carry out their own risk assessment which will include fire risks and evacuation from the building. Particular attention should be paid to those who may be disabled and/or have a hearing/ sight or mobility impairment.
- Fire doors and exit routes are clearly marked. Fire exits are located at the main entrance to the centre and the double doors located at the far end of the main hall which open outwards.
- Centre users must ensure that there is safe and clear access and egress to/from the premises. These should remain free from obstructions, slipping and tripping hazards, etc.
- Fire extinguishers both water and foam are located adjacent to each fire exit and should only be used to assist escape from a fire. A powder fire extinguisher is in the kitchen together with a fire blanket. All extinguishers are inspected annually and certified for use. First Aid boxes are in the kitchen and Conference Room.
- In the event of discovering a fire, immediately activate the nearest fire alarm activation point/button. One activation point is located adjacent to the main entrance and a further activation point is in the hall next to the fire exit doors. Evacuate the premises by the nearest safest route as soon as possible ensuring all those for whom you are responsible are accounted for. The muster point is located at the far side of the car park clearly marked. Close doors and windows if time permits.
- ASAP Telephone 999 to report the fire. Our address is Fromus Centre, Street Farm Road, IP171AL (What 3 words 'UPPER.RIPEN.WIDTH)
- The fire alarm system fitted to the Fromus Centre is comprehensive and is a linked system connected to other blocks in the Saxmundham Hub complex. Thus, if the fire alarm is activated in any part of the hub complex, fire alarms are sounded in ALL blocks. If you hear the fire alarm sound for more than a few seconds, you must evacuate the building immediately.
- The lighting system has automatic back up in case of power failure and the fire exit signs will be illuminated by battery backup.
- The fire alarm system at Fromus Centre is tested weekly and Emergency lighting systems tested monthly.
- Fire doors must not be wedged open. Main doors are fitted with 'Dorguard' stay open system which automatically retract to allow fire doors to close if the alarm is sounded. To operate *Dorguard*, depress plunger using foot and disengage by gently lifting the plunger foot again using your foot.



- Should the fire alarm system ever indicate a fault on the main panel, reporting telephone numbers are attached to the control panel adjacent to the main door.
- SADCIC have a building Fire Risk Assessment which is available for inspection.
- If you have any queries or questions about the fire alarm system or procedures, please ask.