

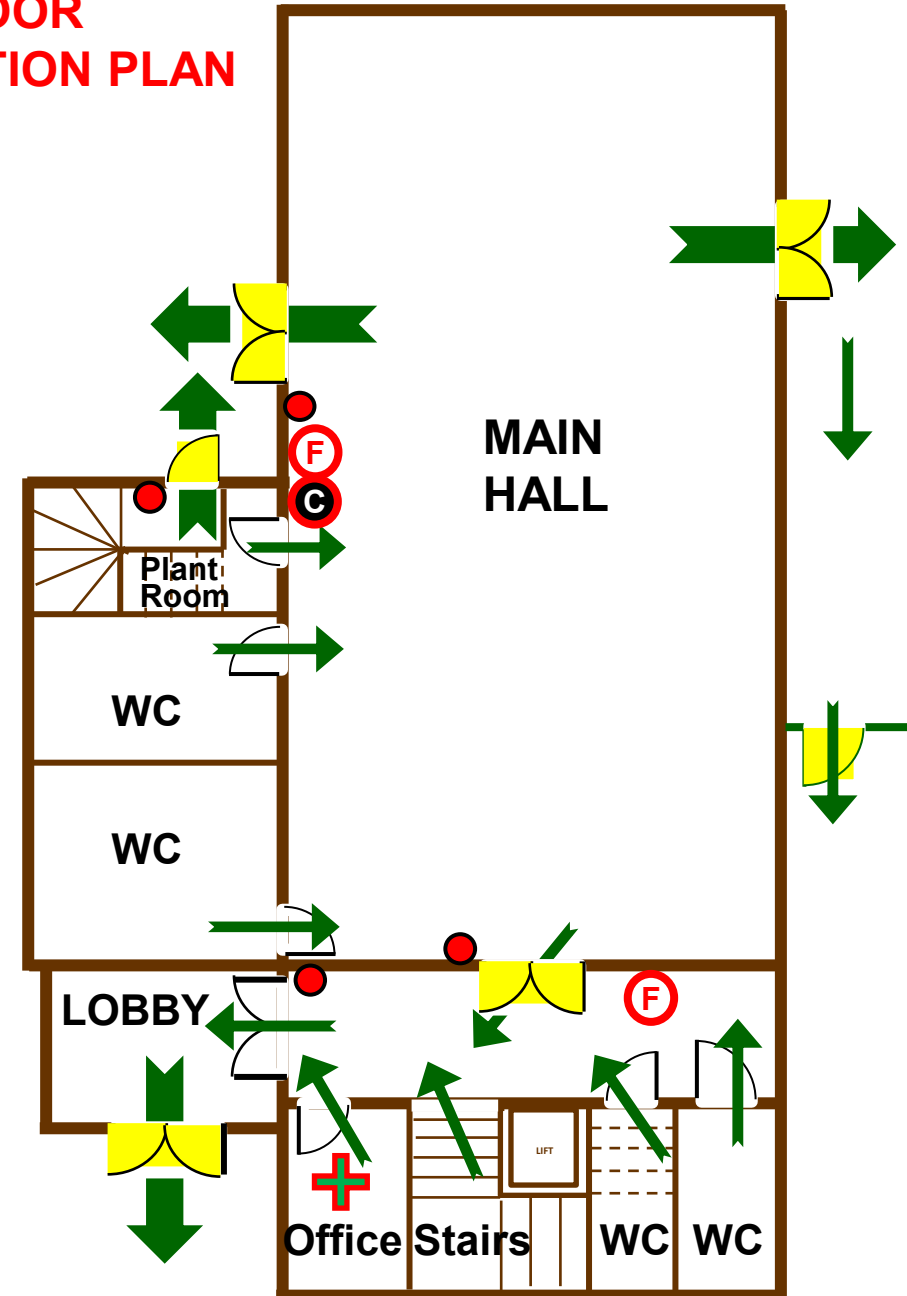
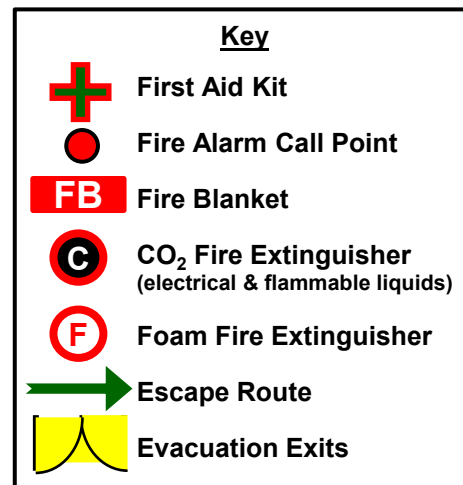
The Reef - Fire Safety Information for Hirers:

1. You must make yourself familiar with the attached Fire and Evacuation Plans (also posted in the building), including the safety equipment, escape routes, evacuation points and assembly point.
2. You must ensure sufficient responsible people are briefed with this information to enable safe evacuation and assembly in the event of a fire, taking into account the level of assistance required by vulnerable people such as those with mobility problems, who may need help to evacuate.
3. At the start of each booking brief anyone not familiar with the premises about the location of exits and the assembly point. Note, you can not exit through WCs, Offices, Kitchen or Store Rooms.
4. In the event of a fire **the lift must not be used**. Anyone upstairs unable to use the stairs should wait at the top of the main stairs for assistance to arrive.
5. At least one adult on each floor should be familiar with the use and type of fire extinguishers provided.
6. No **candles or naked lights are permitted** in the building and **no smoking or vaping is permitted** anywhere on the premises.
7. If your event has more than 100 people, you must unlock the gate to the school car park to allow access should the need arise. At the end of the event you must ensure this gate is relocked.
8. You must ensure you have adequate First Aid cover for your event.
9. There is no public telephone at the Community Centre. It is therefore essential that you have access to a functioning mobile phone. Note that mobile phone reception can be weak at this location.

GROUND FLOOR FIRE AND EVACUATION PLAN

In case of fire:

- Sound the alarm by breaking the glass on the nearest fire call point.
- Call the fire brigade by dialling 999.
- Evacuate the building via the nearest exit.
- Do not use the lift, anyone upstairs unable to use the stairs should wait at the top of the main stairs for assistance to arrive.
- If it's safe to do so, check no one is trapped in WCs, Offices or Store Rooms.
- Only attempt to tackle the fire with an extinguisher if it's safe to do so.
- Report to the assembly point in the church car park.



FIRST FLOOR FIRE AND EVACUATION PLAN

In case of fire:

- Sound the alarm by breaking the glass on the nearest fire call point.
- Call the fire brigade by dialling 999.
- Evacuate the building via the nearest exit.
- Do not use the lift, anyone upstairs unable to use the stairs should wait at the top of the main stairs for assistance to arrive.
- If it's safe to do so, check no one is trapped in WCs, Offices or Store Rooms.
- Only attempt to tackle the fire with an extinguisher if it's safe to do so.
- Report to the assembly point in the church car park.

