

IN THE EVENT OF FIRE

FIRE ALARM SOUNDING

Do not take any risks – if in doubt get out, stay out, call the fire brigade

When the fire alarm sounds:

- a) **Ensure everyone leaves the building by the nearest exit, even if there is no evidence of a fire.**
- b) **FIRE EXTINGUISHERS ARE PROVIDED TO ALLOW SAFE EGRESS FROM THE BUILDING and for the control of SMALL fires, but only if the operator can do so without putting themselves at risk.**
- c) **Go to the forecourt of the Coach House/Brown Cow, near the Main Street.**
- d) **Call 999 and ask for the Fire Service.**

**Your location: Bentham Town Hall
 Station Road
 High Bentham
 LA2 7LH**

- e) **Only return to the building when informed it is safe to by the Fire Brigade.**
- f) **When the Fire Service or a member of the Council arrives inform them of what was happening when the fire alarm sounded.**

g) Call for help:

**Caretaker – 015242 62679
Mayor/Chair – 015242 98251
Clerk – Work – 015242 62587**

The Responsible Person should:

- **Ensure that everyone leaves the building by the nearest fire exit:**
 - **Ballroom – down the stairs, either side of the stage**
 - **Lower Hall – front door, or door at the back of the hall**
 - **Wenningdale – down the stairs at either side of the room.**
- **Check the toilets to ensure everyone is out.**
- **Close all doors on the way out.**
- **Wait for the Fire Service to arrive and give them as much information as possible.**

NOTES:

- **All sounders on the building will operate, regardless of detected zone.**
- **The lift in the Main Building will descend to the ground floor and remain open, the lift will **NOT** be available until the fire alarm is silenced.**
- **The front automatic doors will open and remain open.**

Cause for Alarm

The alarm can be set off by the following:

- **Break 'glass' operation (red panic switches)**
- **Excessive heat (kitchen/cellars)**
- **Excessive smoke (most areas)**

Note – smoke can be fire, haze, steam, artificial smoke, aerosol can particles etc.