**Fire safety and emergency procedures**

**Instructions for users of the Orchard Room**

Any person/organisation using this room must appoint a key person to be the safety officer for the duration of the event. The duties of this person are:

**Before the start of the event:**

* Ensure that both doors are unlocked and the front double doors are unlocked so that they can be opened from the inside if required.
* Unlock the window locks, so that the windows can be opened quickly if required
* If the room is being used after dark, switch on the LED lights over the main door
* Familiarise themselves with the location of:
	+ The fire exit and assembly point
	+ The first aid and burns kits
	+ The fire blanket and fire extinguisher

**At the start of any event:**

* Explain the fire safety and evacuation procedures (see below)

**During the event**

* Be prepared to shout ‘Fire!’ and evacuate all the participants by the safest route (we expect event organisers to ensure that all participants are accounted for)
* Be prepared to provide first aid to participants

**At the end of the event:**

* Lock all the window locks and doors
* Switch off the LED lights
* Ensure that the wood burning stove has burnt down to ash
* Ensure that all cooker switches and appliances are turned off
* Report any accidents or near misses to COG
* Report to COG any faults, first aid materials used etc so that these can be made good

**Fire exit**

The fire exit is the back door and the assembly point is the entrance gate. If required, people can also exit the room via the windows.

*In extremis* eg if the fire is between participants and the fire exit, exit via the door to the Apple Packing Shed (note: escaping from a fire through another room is not recommended).

**In case of Fire**

If the fire is small in scale, and can be tackled safely, deploy the fire blanket (for fat or oil cooking fires) or the all-purpose fire extinguisher (for other fires) to put out the fire.

If the fire poses a danger to any people, shout ‘Fire!’ and evacuate the building by the fire exit or safest alternative route. Assemble at the Entrance gate so that the event organisers can ensure that all participants are safe.

If it is safe to do so, switch the electricity off at the outside meter box (near the double door)

In both cases, ring 999 and ask for the Fire brigade to attend.