

## Merry Bells Fire Emergency Plan

Hirers and those for whom they are responsible need to be aware of how to act in case of emergency.

The Merry Bells is fitted with a fire alarm system for your safety.

You should familiarise yourself and your guests with the means of escape in the event of a fire. Exits plans are displayed in the entrance corridor, upstairs corridor, coffee room, main hall and kitchen.

If a fire starts, it is up to you to make sure that you and all your guests can get out.

Only use the fire extinguishers to fight a fire that is blocking your exit.

### **At all times:**

- Ensure that the hall, stairs and corridor areas are kept free from obstruction or flammable items.
- Ensure that doors marked "Fire door" are kept closed
- Unplug electrical items when finished
- Notify the landlord if you notice a fault with the system or if you experience nuisance alarms.

### **Do not :**

- Bring into the building any form of portable radiant heater, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire)
- Tamper with smoke or heat alarms in the building
- Prop/ wedge open any Fire doors

## **In the Event of a Fire**

- 1. Raise the alarm**
- 2. Leave the building by the nearest exit**
- 3. Move to a safe area away from the building**
- 4. Call the Fire Service on 999**
- 5. Do not return to the building until authorised to do so**
- 6. Do not take any risks**

**Please call one of The Merry Bells Management in the following order until you have spoken to someone:**

- 1. Tim Blightman      01865 873957**
- 2. Ian McGregor      01865 873551**
- 3. Julia Slade          01865 875931**
- 4. Fay Fox              01865 873996**
- 5. John Guy             01865 428362**

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