



Morpeth
Town
Council

FIRE HANDBOOK



ST JAMES COMMUNITY CENTRE

Morpeth Town Council Fire Log Book

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INTRODUCTION

This fire log relates to:

ST JAMES COMMUNITY CENTRE

WELLWAY

MORPETH

NORTHUMBERLAND

NE61 1BN

This fire log and handbook has been produced to provide advice and to maintain records of tests with the aim of reducing the chances of a fire happening in these premises. In the event of a fire, it explains how to get everyone out of the building quickly and safely.

This handbook **MUST NOT BE REMOVED** from the premises.

REMEMBER IF THERE IS A FIRE – HOWEVER SMALL – GET EVERYONE OUT OF THE BUILDING AND DIAL 999 FIRE & RESCUE SERVICE.

A copy of the Fire Policy and Risk Assessment is held at

Morpeth Town Council
Deputy Town Clerk's Office
Morpeth Town Hall
Market Place
Morpeth
NE61 1LZ
Tel: 01670 514314

DETAILS OF PREMISES & EVACUATION ROUTES

St James Community Centre is a single storey building used as a centre for community use. The centre capacity is 120 persons. The building does not have an automatic fire alarm. The building is fitted with smoke detectors. The building is fitted with emergency lighting.

The building has a manual fire siren which needs to be turned if a fire is discovered. This loud alarm bell will alert the rest of the users.

In the event of a fire the smoke alarm will sound or the person discovering the fire must alert the rest of the users by turning the fire siren located in the Main Hall.

- Do not stop to investigate the fire or collect valuables.
- Do not open any doors until checked using the back of your hand – if it is warm the fire is on the other side.

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- If there is a lot of smoke, crawl along the floor as the air is cleanest at floor level.
- Do not go back into the building for any reason.
- Call the Fire and Rescue Service.

A plan of the building is attached highlighting the evacuation routes and the location of fire fighting equipment and siren.

Evacuation Route

1. Leave the premises using the nearest Fire Exit doors.
2. The Fire Exit doors are located at the Main Entrance, at the rear of the Main Hall out to the car park or next to the toilets out into the courtyard.
3. Assemble on the car park away from the building.

Calling the Fire and Rescue Service

1. Call 999
2. Give the full address of the premises
3. Say what is on fire and where
4. Explain if anyone is trapped or unaccounted for

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FIRE PREVENTION

- Ensure you know the fire evacuation route for the premises.
- Keep all exits and routes clear so that people can escape if there is a fire.
- Do not tackle any fire unless you are competent to do so.
- Close all doors to keep escape routes free from fire.
- Make sure that any keys for doors can be easily found.
- Keep electrical leads, tea towels and cloths away from the cooker and hob.
- Keep the oven, hob, toaster and grill clean as a build up of crumbs and grease can easily catch fire.
- Do not put any metallic item inside a microwave.
- Make sure the oven and hob is switched off after use.
- All electrical appliances need to be tested annually and unplugged when not in use.
- Do not overload electrical sockets.
- Smoking is prohibited in all Morpeth Town Council Premises.
- The use of candles is prohibited except in the case of celebration cake candles.
- Christmas tree lights need to be checked before use to ensure that they are safe.
- Fireworks are prohibited in all Morpeth Town Council Premises or sites.

USE OF FIRE EQUIPMENT

Smoke Alarms

Smoke alarms will sound a piercing warning signal if they detect smoke. Fire alarm systems should be activated on hearing the signal. If the smoke alarm beeps this is to indicate battery needs replacing.

Break Glass

On discovering a fire the break glass should be depressed and broken to raise the alarm.

Fire Blankets

These are lightweight sheets of fire- resistant material which are used to cover a fire to cut off its oxygen supply or to wrap around a person whose clothes are on fire. The blanket is held in a holder on the wall.

- Pull the tapes to remove the blanket
- Cover fire and leave in position
- Turn off gas or electricity
- Leave until cold.

Fire Extinguishers

These are pressurised cylinders containing:

Dry Powder Not to be used on liquid, electrical or metal fires

Foam Not to be used on liquid, electrical or metal fires

Carbon Dioxide Not to be used on metal fires

Fire extinguishers are quick and simple to use.

- Pull out safety pin
- Direct nozzle at the base of the fire
- Squeeze the lever whilst holding the extinguisher upright.

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