

FIRE ALARM EVACUATION/ FIRE SAFETY
RECORD OF INSTRUCTION AND INFORMATION RECEIVED

NOTE: Upon using the building please ensure that you are familiar with the evacuation routes and that you are aware of where the fire exits and fire alarm points are located.

Within any group there will be a senior person present. This may be the chairman or the secretary of a meeting, major event organiser, playgroup leader or ballet teacher.

If your event is open to the public you need to provide fire stewards who **MUST** be trained in the evacuation procedure below by a member of Maltings staff or trained hirer member at the beginning of the event. Without the correct number of stewards your event will not be able to take place:

Two stewards are required for the first one hundred members of the public and 1 per 100 thereafter.

- 1) If the fire alarm is sounded, evacuate the building via your nearest safe exit immediately. Do not hesitate, do not wait to be told to evacuate, simply proceed via the correct route (see attached) closing all doors behind you and assemble in the car park (season ticket parking area furthest from building).**
- 2) Please notify a member of Maltings staff in the car park if someone in your group is not accounted for.**
- 3) If you see, smell or hear smoke or fire, activate the alarm via the nearest break glass point (located at most exits) and proceed as above.**
- 4) Ensure you regularly familiarise yourself with the evacuation procedure including exits, fire routes, break point and extinguishers.**

Do not, at any time, wedge open any fire door. Fire Doors can stop a fire spreading for up to 30 minutes. Maltings staffs are empowered to order the removal of any item used by visitors which may be considered to be a hazard.

Do not, at any time, remove fire extinguishers or use them as door stops.

The Maltings is equipped with smoke detector sensors. Under no circumstances must "disco-type" smoke or vapour making machines be used anywhere within the building.

If you are aware of people requiring additional assistance in the event of an evacuation or members of your group who are in a wheelchair please notify a member of Maltings staff.

Under no circumstances is re-entry to the building permitted until the all clear has been given by the Maltings Duty Officer.

Please sign below to confirm you understand Farnham Maltings evacuation procedures and that you will forward this information onto people within your group.

Signature.....

Position.....

Date.....

Return one copy to us with your contract and keep the other for your records.

If your group feels that additional fire training would be beneficial please let us know.

Fire evacuation procedure

- The fire alarm is a continuous bell.
- If the fire alarm is sounded, evacuate the building via your nearest safe exit immediately. Do not hesitate, do not wait to be told to evacuate, simply proceed via the correct route (see below) closing all doors behind you and assemble in the car park (in the contract parking section at the opposite end to the Maltings building).
- If evacuating via the Courtyard, ensure that everyone turns **RIGHT** into Red Lion Lane and follows the designated route around the outside of the building to the Maltings car park.
- Please notify a member of Maltings staff in the car park if someone in your group is not accounted for.
- Do not re-enter until told to by the Maltings Duty Officer. Stand holders will be allowed to return to their stands before the general public regain access to the building.

Main navigation routes

Great Hall via courtyard then **RIGHT** into Red Lion Lane to car park

Stage via the exit behind stage.

Cellar Bar via front terrace into main Maltings car park.

Foyer, main toilets via the Maltings main entrance to Maltings car park.

Riverside Café via black door into car park.

Long Kiln via concrete staircase across foyer.

Barley Room via stairs to main entrance.

Tindle Studio, Tannery down metal staircase to main car park.

Dance Studios 1&2, Resident Studios, East Wing Gallery, down metal stairs gate into courtyard then turn **RIGHT** into Red Lion Lane to car park.

East Wing Workshop, Meeting Rooms 1&2 into courtyard then turn **RIGHT** into Red Lion Lane to car park.

Courtyard Kiln & Southwest Kiln via stairs direct to Maltings car park.

If main routes are blocked/too crowded use alternatives routes

