



Poor Servants of the Mother of God
 DIGNITY AND RESPECT FOR THE INDIVIDUAL
The Kairos Centre



Emergency plan details for person hiring or holding an event

As the responsible person for the event/function, etc. you have legal duties for the safety of people assisting or attending the event. Please read & follow this.

The fire alarm sound is	Is a loud pulsing tone
This is how the fire alarm is activated	On discovering a fire by breaking the galls at one of the manual call points. These are generally located at stairways and exits. A fire alarm might also be activated when one of the fire detectors, detects either smoke or heat.
This is what you must do when discovering a fire	On discovering a fire by breaking the galls at one of the manual call points. These are generally located at stairways and exits.
This is how the evacuation of the premises must be carried out	Leave by the nearest safest exit. There is an evacuation plan in every room. Please make yourself aware of the nearest exit before your event begins.
This is where the people you are responsible for must assemble when they have evacuated the premises	At the fire assembly point which is in the car park opposite the chapel. It is indicated by a large green fire assembly sign.
This is what you must do when the fire brigade arrive	Provide information on any person who has not escaped from the building.
This is who you must inform of the situation as soon as possible after you have dealt with the emergency services	The person who is taking the roll call.
This is the limitation on the numbers of people you may have on the premises	130 is the maximum limit for one group. This number may have to be reduced depending on other groups in the building at the same time.
This is what to do if you smell gas	Come to reception and advise the person on duty there. If no one is at reception there is a bell on the reception desk, ring the bell and wait for a member of staff to attend.
This is what you should do if the people you are responsible for are injured & require first aid	You should ensure that a member of your group is able to provide first aid if it is required. We are able to provide a private first aid room where first aid may be administered.

Before & during your use of our premises we require you to:

<input type="checkbox"/> Nominate a responsible person to be in charge of safety for the event/function who knows our procedures & precautions <input type="checkbox"/> Have in place effective evacuation plans for the safe evacuation of all of your guests needs <input type="checkbox"/> Inform guests at the start of the event/function on the fire procedures & fire precautions	<input type="checkbox"/> Ensure the maximum occupancy level is not exceeded <input type="checkbox"/> Ensure that the fire fighting & emergency lighting equipment is not obstructed <input type="checkbox"/> Ensure that all equipment brought in is safe, this includes a prohibition on non-branded phone and electronic device chargers. <input type="checkbox"/> Comply with any licensing requirements <input type="checkbox"/> Ensure Kairos owned equipment is used safely and for the purpose it is intended only.
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Signature of premises manager:	Print name:	Date:
Signature of hirer:	Print name:	Date: