

FIRE SAFETY EMERGENCY PLAN

Bromley Arts Trust, RIPLEY ARTS CENTRE, 24 Sundridge Avenue, Bromley BR1 2PX

Object: To conform with legislation and for the health and safety of persons occupying the venue.

Responsible person (RP): The Duty manager is responsible but in his/her absence the Head Warden, if he is unavailable the assistant wardens will assume the day to day responsibilities.

On discovering fire any member of staff or visitor will inform the RP immediately. The RP is responsible for assessing the situation, they may use the fire extinguisher to extinguish the fire but they must call the Fire Brigade straight away by either breaking the glass on the fire sensor or calling 999. If the Fire alarm has already been activated then Chubb will ring in the office, if this call is not answered the Fire Brigade will be called automatically.

Evacuation: Each group using the premises will have nominated an RP of their own who will be responsible for evacuating their group members and to report the evacuation to the Arts Trust's RP. A memo will be sited on the reverse of each room door alongside the 'In case of Fire' legal requirement notice stating the requirement for a nominated RP, who will be responsible for evacuating all of their group from the building in the event of a fire or if they hear the fire alarm. A notice will also be in place in the Foyer and each hirer will be notified of the requirement to nominate an RP when they book the room and by the warden on duty when the group arrive. BAT's RP will alert the tenants in Flat 24a to evacuate.

Evacuation rendezvous point: Exit left from the front car park walk along Sundridge Avenue to the corner of the pavement (opposite the Post Box). BAT's RP will have the work diary with them which states who is using each room in the building. At the evacuation point a 'roll call' addressing the RP for each room in use will check that all of their attendees have evacuated. The BAT RP will also check on BAT staff & tenants of 24a to ensure all have evacuated. Once all persons are accounted for the RP will go back to the entrance of the car park (providing it is safe to do so) to block any new arrivals.

NOTE:

In order for the above to operate smoothly all fire exits must remain clear and accessible at all times.

2nd March 2021