



AT THE HEART OF
OUR COMMUNITY

USER CHECKLIST FOR BOOKINGS AND FUNCTIONS

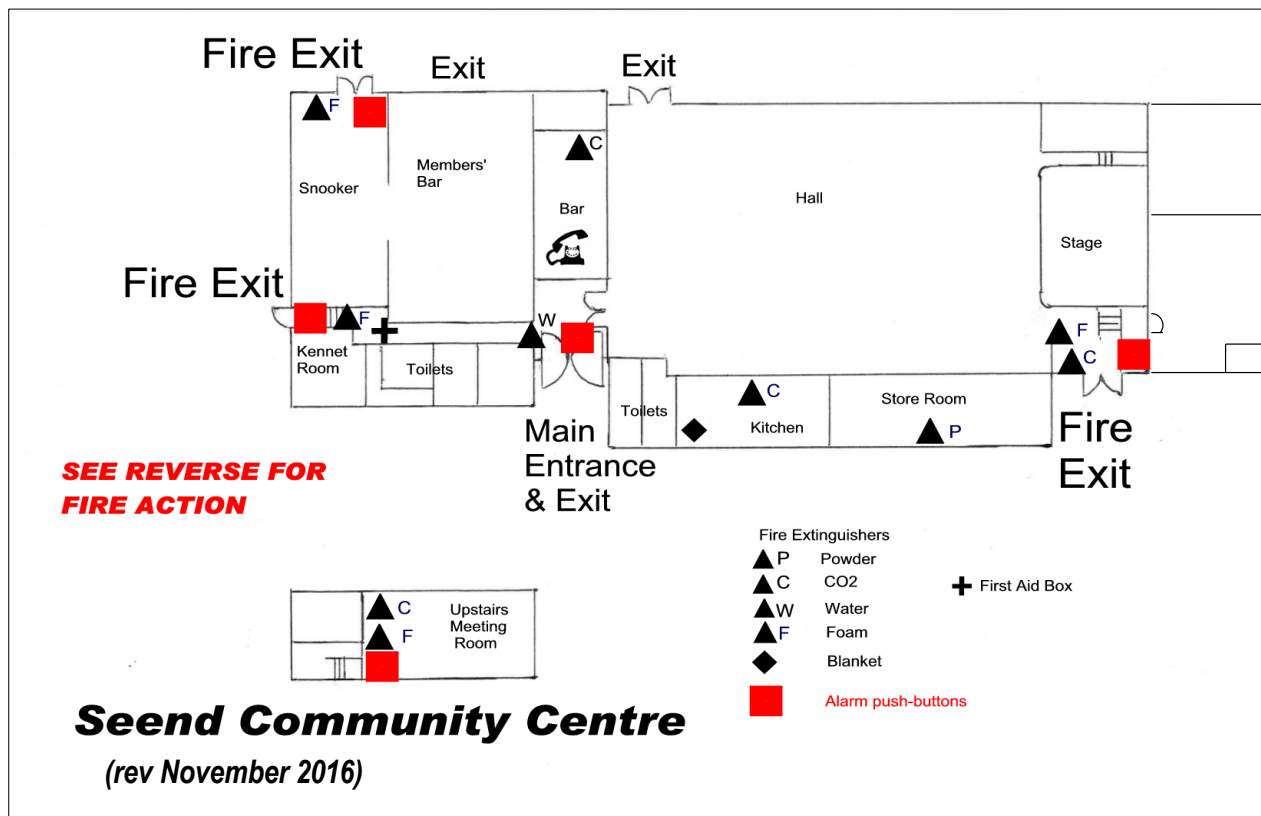
Before Admission of the public and/or guests

- 1) Make sure you are familiar with the **Floor Plan** and location of **emergency exits** (see attached). *There is also a copy of the Floor Plan in the foyer next to the front door.*
- 2) Check all Exit Doors unlocked and in good working order.
- 3) Make sure all Escape Doors and routes free from obstruction.
(e.g. check delivery/support vans parking)
- 4) Ensure Fire Doors properly closed and not wedged open.
- 5) Check Fire fighting equipment is in place where expected and unobstructed.
- 6) Check that Power is ON to the Fire Alarm System (by front door).
- 7) Check Exit Signs are illuminated
- 8) Look out for any obvious fire or other hazard in, or near, the building.

End of Booking

- 9) Check for smouldering fires (e.g. in the kitchen)
- 10) Check cookers are turned off
- 11) Check all temporary electrical appliances are turned off/unplugged
(Leave Fridges on!)
- 12) Turn out all lights
- 13) Close all internal doors
- 14) Secure all outside doors and windows

For any queries, please contact seendcommunitycentre@gmail.com



In Case of Fire

Alert others - Activate the alarm by pressing one of the Red Alarm push buttons which are situated at each fire exit and in the Upstairs Meeting Room

Dial 999 for the Fire Brigade

The location of the building is Rusty Lane, Seend.

The Post Code is SN12 6NS

ONLY IF SAFE TO DO SO, try to contain the fire using the appliances provided

Leave the building by the nearest exit

Assemble on the Lye Field opposite the main entrance.

Where possible, close all doors behind you

Do not stop to collect belongings

Do not re-enter the building until authorised to do so by a Fire Officer.