

Fire Stewards Duties

As a Fire Steward you should be present throughout the function.

You should make yourself known to the other Stewards & guests.

As a Fire Steward you should remain sober and clear headed, whilst performing this function.

Make sure you are aware of the locations of the fire exits.

Make sure you are aware of the location of the Fire Assembly Point.

Make sure you are aware of the locations of the Fire Alarm Call Points. These are of the 'break glass' type.

Make sure that you are aware of the locations of fire extinguishers.

Make sure that the fire escapes routes are clear from obstruction at all times.

Please cooperate with any representative of The Phoenix Centre, delegated officers or member of the Emergency Services.

IF YOU DISCOVER A FIRE

- (a) IMMEDIATELY operate the nearest fire alarm call point.
- (b) ATTACK the fire, if possible, with appliances provided but without taking personal risks.

ON HEARING THE ALARM OF FIRE

Remember: The alarm can be raised in many ways. You may discover a fire, somebody may draw your attention to a fire or smoke in the building, it could be the sounding of a smoke alarm, fire alarm, somebody shouting fire; it all amounts to the same thing.

- (a) If the lights are off for your function TURN THEM ON and then without delay
- (b) EVACUATE the building IMMEDIATELY by the nearest available safe exit and proceed to the assembly point, located on the grass area by the storage container to the left of the main gate.
- (c) THE FIRE BRIGADE to be called IMMEDIATELY
- (d) CALL The Phoenix Centre EMERGENCY CONTACT IMMEDIATELY. This is essential as they will need to attend the premises to cancel alarms and contact the Alarm Service Centre and if need be liaise with Emergency Services.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

DO NOT TAKE RISKS!