



HIRER EMERGENCY & FIRE SAFETY GUIDE

The Sorting Rooms

Lychgate Way, Fore Street, Probus, Truro, TR2 4LQ

Emergency contact for room/premises issues:

Mike Packer – 07552 153212

Room hire contact:

Emma Packer – 07989881248

emma@midcornwallmusictherapy.co.uk

1. Please Familiarise Yourself With This Information

All hirers should familiarise themselves with the emergency arrangements when they first use The Sorting Rooms.

Emergency exits are **clearly labelled** and their locations are shown on the **displayed floor plans** within the premises.

Please make sure you know:

- where the nearest emergency exit is;
- how to leave the building safely;
- where the fire extinguishers are located;
- what to do if the fire alarm sounds;
- where to assemble after evacuation; and
- who to contact if there is a problem with the premises.

Keep escape routes, doorways and exits clear at all times.

2. IF THERE IS A FIRE

If you discover a fire:

Raise the alarm and alert everyone in the building.

Leave the building immediately using the nearest safe emergency exit.

Call 999 and ask for the Fire and Rescue Service.

Do not put yourself or anyone else at unnecessary risk.

Do not stop to collect personal belongings.

Do not re-enter the building until you are told that it is safe to do so.

If someone is unable to evacuate without assistance, provide appropriate assistance where it is safe to do so and ensure their need for assistance has been considered as part of your own professional risk assessment.

3. FIRE EXTINGUISHERS

There are fire extinguishers available within the premises.

Room 1 – Small Room

The fire extinguisher is located **behind the curtain**.

Room 2 – Large Room

The fire extinguisher is located **up the steps by the kitchen**.

Fire extinguishers must remain accessible and must not be obstructed, moved or interfered with.

Only attempt to use a fire extinguisher if you have been appropriately trained, it is safe to do so, and you have a clear escape route behind you. Evacuation should always take priority.

4. EMERGENCY EXITS

Emergency exits are **clearly labelled** throughout the premises.

The location of emergency exits and evacuation routes is shown on the **floor plans displayed within The Sorting Rooms**.

Hirers should familiarise themselves with the displayed floor plan when they first use the premises and should ensure that clients or visitors can leave safely in an emergency.

Emergency exits and escape routes must never be blocked by:

- furniture;
 - musical instruments;
 - bags or personal belongings;
 - equipment;
 - boxes or storage; or
 - other materials.
-

5. EMERGENCY CONTACTS

Fire, serious injury or other immediate emergency

999

Use **999** for:

- fire;
- serious or life-threatening injury;
- immediate danger;
- major building emergencies; or
- any situation requiring an immediate emergency response.

Ask for the appropriate emergency service, such as:

Fire & Rescue Service – 999

Police – 999

Ambulance – 999

For non-emergency police matters, use **101**.

For urgent medical advice that is not an emergency, use **NHS 111**.

Premises Emergency – Non-Fire / Non-Disaster

For an urgent problem with the premises that does **not** involve fire, disaster or an immediate emergency:

Mike Packer
07552 153212

Examples may include:

- significant water leaks;
- loss of access;
- serious building or security problems;
- electrical or heating problems requiring urgent attention; or
- other significant premises-related problems.

If there is an immediate risk to life or serious danger, **call 999 first**.

Room Hire / General Contact

For routine room-hire matters, bookings, access questions or non-urgent concerns:

Emma Packer
07989881248
emma@midcornwallmusictherapy.co.uk

6. IF THE FIRE ALARM SOUNDS

If the fire alarm sounds:

1. Stop your activity.
2. Tell your client(s) or visitors to leave with you.
3. Leave by the nearest safe emergency exit.
4. Do not stop to collect belongings.
5. Do not use a lift if one is available.
6. Go to the designated assembly point.
7. Call **999** if this has not already been done.
8. Do not re-enter the building until it has been confirmed safe.

Treat every fire alarm as genuine unless you have been specifically informed otherwise.

7. HIRER RESPONSIBILITIES

Each hirer is responsible for taking reasonable care of themselves and the people attending their sessions or activities.

Before using the room, hirers should consider:

- the age and needs of their clients;
- mobility or access requirements;
- whether anyone may need assistance to evacuate;
- the number of people attending;
- any equipment they are bringing into the room;
- any additional fire risks created by their activity; and
- how they will respond to an emergency.

Hirers must not introduce unnecessary fire risks or use candles, naked flames or other potentially hazardous materials without prior agreement.

8. FIRE SAFETY RESPONSIBILITIES

The Sorting Rooms is a shared premises and fire-safety responsibilities are divided according to the areas and matters under each person's control.

Emma Packer is responsible for internal fire-safety arrangements relating to the areas and activities under her control.

The **landlords** are responsible for external building fire-safety matters and external/entrance doors within their control.

The relevant parties will cooperate and communicate where fire-safety matters overlap.

Hirers should report any fire-safety concern, damaged fire door, blocked escape route, damaged fire extinguisher or other fire risk to **Emma Packer** as soon as reasonably practicable.

9. ACCESSIBILITY AND EVACUATION

The hirer should consider the needs of anyone attending their session who may require additional assistance during an emergency.

If a client or visitor has mobility, sensory, communication or other needs that may affect their ability to evacuate safely, the hirer should consider appropriate arrangements before the session.

Any reasonable adjustments or additional arrangements should be discussed in advance where possible.

10. IMPORTANT

In an emergency, protect people first.

Do not take unnecessary risks to protect property or belongings.

FIRE / SERIOUS EMERGENCY: 999

Premises emergency – non-fire/non-disaster:

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Room hire/general contact:

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