



FIRE PROCEDURES, FIRE TRAINING and FIRE EVACUATION

For

HIRERS OF

The Wood Farm Barn

Benacre Estate

Locks Lane

NR34 7BL

This booklet has been prepared and written

For Wood Farm Barn by

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Wood Farm Barn

FIRE PROCEDURES, FIRE TRAINING and FIRE EVACUATION

Introduction

During the use of Wood Farm Barn as a venue there is no allowance for a member of staff to be present who has been trained in the "Fire Procedures, Evacuation of The Building or the Use of Fire Extinguishing Equipment".

This Booklet has been produced for the **HIRER of the VENUE** to assume responsibility for this role during the period of hire.

The venue provider is to work through this booklet with the venue hirer on site, demonstrating the:-

1. Locations and Operation of the Fire Fighting Equipment.
2. Locations and Operation of the Fire Exits.
3. Locations and Operation of the Equipment to Raise the Alarm.
4. Evacuation of the Venue to the Assembly Point
5. Calling the Fire Rescue Services, (999)
6. The Location of the Oil Turning Off Valve.
7. The Location of the Electric Mains Switch.

The Venue Hirer is to sign that they have received a copy of the booklet and that the Fire Procedures, Fire Training and Evacuation have been demonstrated on site.

FIRE FIGHTING EQUIPMENT

Equipment on Site

Quantity 1 Foam Filled Fire Extinguishers location:-

1. By the Main Entrance and Exit Door to the Venue (at the fire point).

Quantity 2 CO2 Filled Fire Extinguisher location:-

1. By the Main Entrance and Exit Door to the Venue (at the fire point).
2. In the Boiler Room / Kitchen.

Quantity 1 Powder Filled Extinguisher location:-

1. In the Out Building to the right of the main barn.

CLASSES OF FIRES

CLASS 'A':- All organic materials this includes:-

- Wood
- Paper
- Clothing
- Bricks

To extinguish these materials you can:-

- Remove the source of the Fuel (rake the material away from the source of heat)
- Cool the Fuel (pour water or use a water or foam based fire extinguisher).

CLASS 'B':- Flammable Liquids these include:-

- Petrol
- Oil
- Thinners
- Plastic

All things which are made from Petrochemical base

It is not the liquid that burns but the fumes which are given off. The liquid is the carrier and if a water based extinguisher is used the liquid being lighter than water will float on the surface and be helped on its spreading.

To Extinguish these materials you can:-

- Smother the fire and remove the air. (use a foam based, powder or CO2)
- Please remember to exclude Cooking Oils from this Class as they come into a class of their own.

CLASS 'F':- Cooking Oils:-

Cooking oils are a class on their own and they need a special way to put out.

The reason for this is that they are in a confined space and ALL fire extinguishers which are in use on site use pressure to deliver the extinguishing agent to the fire. If you use these you will splash the fire all over the place thus spreading the fire.

If you put water into hot fat it will spit thus spread the fire.

Cooking oils act in the same way as Flammable Liquids therefore if a liquid is put into the container to cool it the oil will float on the surface thus giving a platform for the fire to spread.

Having said that cooking oil acts in the same way that flammable liquids do the only way to extinguish the fire is to smother the fire and cut off the supply of air.

To Extinguish Cooking Oils:-

- Cover with lid of cooking pan
- Use a Fire Blanket (This must be supplied by the caterer using the cooking oils)

ELECTRICAL: - This is the causes of most fires in the home and work place and can be caused by:-

- Poor connections
- Overloading
- Broken and frayed wiring
- Wrong fuses
- Induction

To Extinguish Electrical Fires:-

- Use CO2 or Powder Extinguishers

NOTE:- ALL ELECTRICAL EQUIPMENT BROUGHT ON SITE MUST HAVE A CURRENT PORTABLE EQUIPMENT TEST CERTIFICATE IF OVER 1 YEAR OLD

CLASSES OF FIRE

CLASS	WATER	DRY POWDER	CO2	FOAM	FIRE BLANKET
CLASS 'A' ORDINARY COMBUSTABLE	YES	YES	Only in a confined space	YES	NO
CLASS 'B' FLAMMABLE LIQUIDS	NO	YES	YES	YES	NO
CLASS 'F' COOKING OILS	NO	NO	NO	NO	YES
ELECTRICAL	NO	YES	YES	NO	NO

FIRE EXTINGUISHERS

Even though All Fire Extinguishers are painted RED each type is colour coded with a strip of colour which denotes it's contents :-

- Water – **RED**
- Dry Powder – **BLUE**
- Foam – **CREAM**
- Co2 – **BLACK**

How a Fire Extinguisher Works :- Water, Dry Powder and Foam



To understand how to operate a fire Extinguisher to its full potential you need to know the way it operates.

The above cut away shows the way in which the three main fire extinguishers in use are made up.

The main body of the cylinder contains the material which is directed to the fire to extinguish it. This does not completely fill the cylinder and the top part is the expansion chamber which will pressurise when the extinguisher is operated.

To operate the extinguisher the safety pin is pulled making the extinguisher "Live".

The nozzle of the hose is directed at the front base of the fire and handle is squeezed. This releases the gas in the gas canister which pressurises the top part of the cylinder pushing down on the material which is to extinguish the fire.

The material is in turn pushed down to the bottom of the cylinder. There is a tube which goes from just above the bottom of the cylinder and is attached through the operating lever to the hose and nozzle. The pressure on the material pushes the material up this tube, controlled by the lever, through the hose and nozzle and onto the fire.

Note:

Do not turn the fire extinguisher upside down while in operation as it will change the position of the gas and material, thus releasing the gas and making the extinguisher unusable.

Putting out a Fire

To put out a fire you act as follows :-

- Remove the correct fire extinguisher from its housing.
- Twist the safety pin to break the securing tie.
- Remove the pin and discard.
- Stand the extinguisher on the floor.
- Aim the hose at the front and base of the fire.
 - A) do not aim directly at the fire as this may cause the pressure to throw the fire about.
 - B) do not aim at the back of the fire as it may be ineffectual or if it does put the fire at the rear out the fire can burn towards you.
- Squeeze the lever
- As the fire is put out and recedes from your position release the lever, pick the extinguisher up and move forward so that you are within range of the fire again. Put the extinguisher down and repeat step 5. Continue this until the fire is out or the extinguisher is empty.
- If the fire is not extinguished and there is not another extinguisher available accept that the fire is out of control and leave the area.

Foam Extinguisher.(Standard)



Cream

USE ON

Fires involving Solids / Liquids such as, Organics, Grease, Fats, Oil, Paint, Petrol, etc but not on domestic chip or fat pan fires. Can be used on class A & B Fires.

HOW to USE

Do not aim straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

HOW it WORKS

These are mainly water based, with a foaming agent so that the foam can float on top of the burning liquid and break the interaction between the flames and the fuel surface.

Carbon Di-Oxide Extinguisher.



BLACK

Best For

Live electrical equipment when it is not possible to isolate the electric supply and flammable liquids such as grease, fats, oil paint, petrol etc. but not on domestic chip or fat pan fires.

Danger

Do not use on domestic chip or fat pan fires. This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again, but the discharge is very cold, Do Not Touch unprotected areas. Fumes from CO2 extinguishers can be harmful if used in confined spaces: ventilate the area as soon as the fire has been controlled.

How to Use

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

How it Works

Carbon dioxide extinguisher works on classes B, C & Electrical and works by suffocating the fire. Carbon dioxide will not burn and displaces air.

CO2 Fire Extinguishes

The CO2 Fire extinguisher is fully pressurized and contains liquid gas. To compress a gas into a liquid it needs to be cooled to very low temperatures. When the extinguisher is operated the gas is released very quickly and it takes the latent heat from the surrounding environment to return to a gaseous form. This means that what ever it touches it freezes and leaves cold.

It must be operated in the following way:-

- Remove from the holder with the right hand.
- Move the attached nozzle to the required position
- Change the lever to the left hand
- Remove the safety pin as for the other extinguishers
- Aim the horn at the base of the fire
- Squeeze the lever in short bursts
- **DO NOT AT ANY TIME HOLD THE HORN**

Dry Powder Extinguisher. (Multi-Purpose)



Blue

Best For

Can be used on fires involving organic solids, liquids such as grease, fats, oil, paint, petrol and metal.
but not on chip or fat pan fires.

Danger

Safe on live electrical equipment, although does not penetrate the spaces in equipment easily and the fire may re-ignite. This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again. Smoldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again. Do not use on domestic chip or fat pan fires.

How to Use

Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if you can still see the flames, attack the fire again.

How it Works

Similarly to almost all extinguishing agents the powders act as thermal ballast making the flames too cool for the chemical reactions to continue. Some powders also provide a minor chemical inhibition, although this effect is relatively weak. These powders thus provide rapid knockdown of flame fronts, but may not keep the fire suppressed. This is also the dirtiest of the extinguishers in the aftermath of a fire and can take weeks to clear up. The chemical has a corrosive effect on metals

FIRE PROCEDURE

On Hearing the Fire Alarm

When the alarm sounds, **All guests should make their way immediately to the Assembly Point which is outside the compound at the right hand side of the front gates by the road.**

EVACUATION OF ALL IS THE PRIORITY

In the Event of a Fire Being Located

In the event of it being a fire the person in charge is to take the following action:

1. Raise the alarm by shouting "FIRE" at the top of your voice continuously and ringing the "FIRE ALARM BELL" situated to the left of the main entrance on exiting.
2. Telephone 999 and request ALL services Fire and Rescue being first followed by the Ambulance and Police. They must give the correct address and telephone number of the home. They are not to put the telephone down until the operator has repeated the information back to them. This person is then to wait outside the building to show the Fire and Rescue Services where the fire is, and the location of the GAS and ELECTRICAL SERVICES entering the building.
3. Make sure that the building has been evacuated

NEVER ENDANGER YOURSELF IF OTHERS NEED HELP BY

RE-ENTERING A BURNING BUILDING

THINK BEFORE YOU ACT

4. Once everyone is safe perform a roll call of all guests at the venue. Any person not accounted for should be reported to the Fire and Rescue Services when they arrive with a rough idea where they may be.

NO ONE IS TO RE-ENTER THE BUILDING UNTIL THE FIRE AND RESCUE SERVICE ALLOWS.

5. When everyone is safe and the fire has been dealt with make all guests aware.

WHAT TO DO IF YOU DISCOVER A FIRE OR SMELL SMOKE

- 1) Sound the alarm –Shout.
- 2) Keep calm and do not panic.
- 3) Close doors (not used for the evacuation) to retain fire .
- 4) Keep fire doors closed (not used for the evacuation).
- 5) Close windows.
- 6) Keep corridors free from obstructions.
- 7) Pay attention to fire drills, so you know where the escape routes and fire extinguishers are located.
- 8) When hearing the alarm meet at the assembly point
- 9) Call 999 for the Emergency Services

WHAT 'NOT' TO DO

- 1) Panic or hesitate if you discover a fire.
- 2) Use water on electrical items.
- 3) Stop to collect personal belongings.
- 4) Tackle the fire unless you are able to do so without causing danger to yourself or others.
- 5) **PUT YOUR SELF IN ANY KIND OF DANGER**

REMEMBER HELP IS CLOSE AT HAND

EVACUATION

Evacuation Routes

General

Evacuation Routes are indicated on the plan and must be unobstructed clear routes to the “FIRE EXIT DOORS”. This must be taken into account when setting out the venue and routes of not less than 1.2 meters must be maintained.

Evacuation is to be via the Main Entrance and Exit, the Fire Exit to the Rear of the Raised Stage and the Fire Exit to the Corridor Leading to the Toilets.

Wheel chair evacuation is by the Main Entrance and Exit and the Corridor leading to the Toilets only.

Routes to the Assembly Point

1. Persons leaving via the Stage Exit are to turn left on exit and proceed to the end of the building, turn left again and proceed to the end of the wall which is the beginning of the Car Park. They are to turn left again and proceed to the Assembly Point to the right of the main gate entrance.
2. Persons leaving by the Main Entrance are to proceed to the Garden Gate, Exit the Garden, turn left again and proceed to the Assembly Point to the right of the main gate entrance.
3. Persons leaving by the Rear Exit are to proceed to the Garden Gate, Exit the Garden, turn left again and proceed to the Assembly Point to the right of the main gate entrance.
4. Persons leaving from the Annex Area are to proceed to the Garden Gate, Exit the Garden, turn left again and proceed to the Assembly Point to the right of the main gate entrance.

Do Not Obstruct the Access to the Pond As it will be Required by the Fire & Rescue Crew

Guests are not to leave the site until released by the Fire Rescue Crews and have all been accounted for.

DECLARATION of ACCEPTANCE of

FIRE PROCEDURES and EVACUATION of THE WOOD FARM BARN

This declaration covers the Hire of the Venue for the period:

From To both dates inclusive.

I / We have been demonstrated the “FIRE POINTS”, “EVACUATION ROUTES and EXITS” and “FIRE PROCEDURES” for WOOD FARM BARN and have received the BOOKLET describing the PROCEDURES.

I / We will act as the “RESPONSIBLE PERSON” in all things involving “FIRE PROVENTION” and “FIRE AWARENESS” during the setting up of, the venue and the clearing after.

I / We will be responsible to the best of our ability for the Fire Precautions for any property left in the venue after setting up, during or after the venue, including anything left overnight.

I / We have been issued with the BOOKLET, “Fire Procedures, Fire Training and Fire Evacuation for The Hirers of The Wood Farm Barn” and have been advised of the following:-

- 1) Location and Operation of the Fire Fighting Equipment.
- 2) Location and Operation of the Fire Exits.
- 3) Location and Operation of the Equipment to Raise the Alarm.
- 4) Made Aware of Fire Routes within the venue.
- 5) Made Aware of the Evacuation to the Assembly Points.
- 6) Location of the Oil On / Off Valve.
- 7) Location of the Mains Electric Isolation Switch
- 8) How to Call the Fire Rescue Services.

Signature of Hirer / s
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Date

Declaration by Agent for the Owners of The Wood Farm Barn.

Shown, Demonstrated and advised(Name of Hirer), all of the above pertaining to the Fire Safety and Evacuation of The Wood Farm Barn.

Signature of Agent

Date