



St. Mildred's, 30 Bingham Road Croydon CRO 7EB

020 8655 1434

parishoffice@stmildredschurch.org.uk www.stmildredschurch.org.uk

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FIRE SAFETY NOTE TO HIRERS AND USERS OF CENTRE & CHURCH PREMISES

As the person responsible for hiring the church premises you must:

- *Note the fire exits and fire call points brief all those using the premises with you.*
 - *Arrange a meeting point in case of evacuation – this should be the street outside the old Church entrance on Bingham Road – and brief others.*
 - *Know how to use the fire extinguishers.*
 - *If you discover a fire raise the alarm by pressing the fire call point button.*
 - *Evacuate your group.*
 - *Phone the emergency services if you discover a fire (there is a telephone on the wall in the Large Hall, Small Hall and Pavilion for emergency use – please dial 9 for outside line.*
 - *If the fire is in the hall, use a mobile phone.*
 - *If you discover a fire, close doors to contain the fire.*
 - *Do not leave naked flames (e.g. candles) unattended.*
 - *Turn cookers off at the mains after use.*
 - *Keep cloths away from the cooker.*
 - *Children must not be allowed in the kitchen.*
 - *Do not use auxiliary heaters unless provided by the church.*
 - *Lower kitchen shutters before vacating halls*
- ***All digital padlocks in the garden and memorial garden are set to release on the code 1,2,3,4,
Please advise all responsible officers.***

Declaration

I have received, read and informed my group members of the St. Mildred's Centre Emergency plans.

Signed.....Print.....

Organisation.....Date.....