



THE OLD LIBRARY

- EASTVILLE -

Fire Safety Notice

- Corridors, doorways and fire escapes must be kept clear of obstructions. Please be mindful of buggies and other large items.
- If the fire alarm rings, volunteers will immediately ask everyone to leave the building, unless the alarm is being tested in which case advance notice will be given.
- Volunteers will direct able-bodied people out of the fire exit through the French doors towards the fire evacuation point which is by the wooden compost bin in the garden space.
- People who need level access can currently only exit via the front door.
- If the fire is in the kitchen area, exit through the front door and go to the fire evacuation point in the garden.
- Once everyone has safely left the building, a Volunteer will call the fire brigade. Our address is: The Old Library, Eastville, Muller Road, BS5 6XP.
- Fire extinguishers may be used within the first 15 seconds of a fire breaking out, if someone feels confident to use them. Nobody is obliged to use them. Priority should be given to evacuating the building.
- If the alarm has sounded because the smoke detector was activated accidentally, it is still necessary to follow fire evacuation procedures. In this case, a Volunteer will reset the alarm and you will be notified when it is safe to re-enter the building.

Thank you for your co-operation. The Old Library Team.

Fire Safety Instructions BO 12/06/2021