



**MAIDSTONE HACKSPACE**

Learn, Create, Inspire!

## **Fire Alarm Procedure**

**Purpose:** The purpose of this fire alarm procedure is to ensure the safety of all individuals in the club in the event of a fire emergency. By outlining clear steps to follow during a fire alarm activation, including remaining calm, evacuating the building promptly, conducting head counts, and following instructions from emergency responders, this procedure aims to minimise the risk of injury and property damage. Additionally, the procedure establishes a protocol for designating a Fire Marshal among club members, ensuring that there is always someone responsible for overseeing fire safety measures while the club is occupied. This helps to enhance preparedness and response capabilities, contributing to a safer environment for all members.

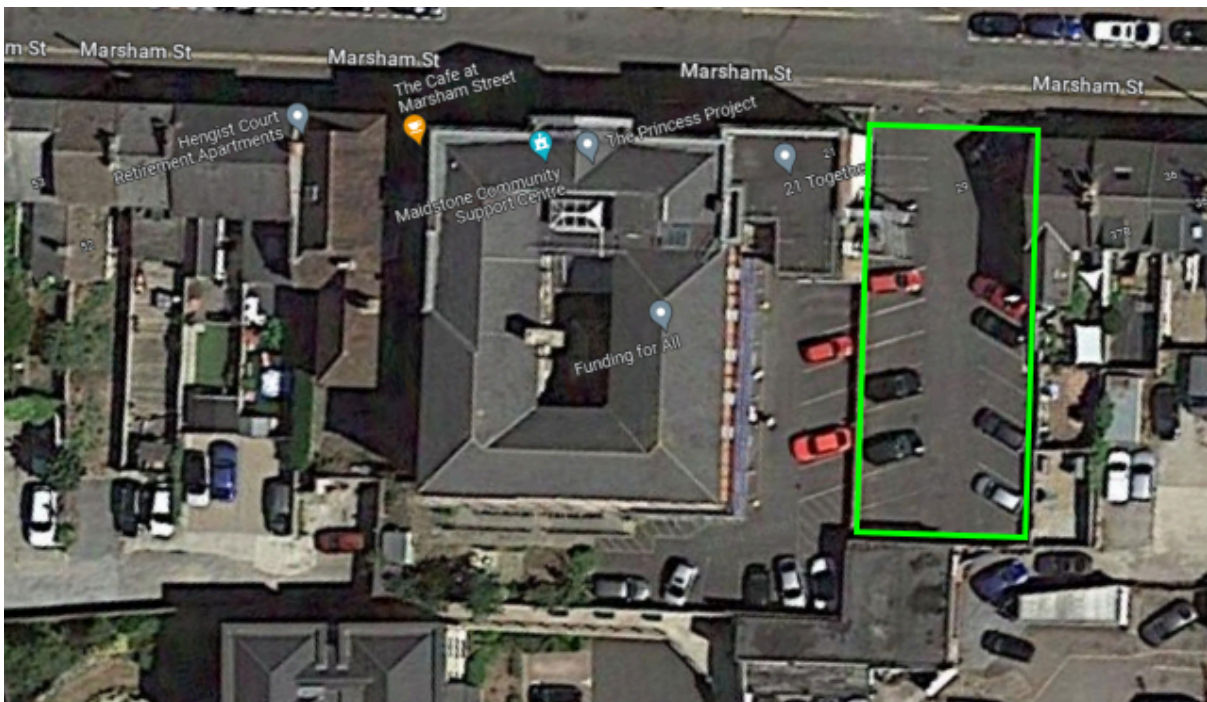
**Club Fire Marshal:** In the event of a fire alarm sounding at the hackspace, the first member to have arrived at the space that day assumes the responsibility of being the Fire Marshal for the club during their presence. Upon their departure, they must designate another club member as the Fire Marshal and inform them of their new responsibility. This process continues sequentially, with each departing Fire Marshal identifying and handing over the responsibility to another club member, until no members are present in the club premises. This procedure ensures that there is always a designated Fire Marshal present to oversee fire safety measures in the club.

**Important note:** During their induction session upon joining the club, all club members are thoroughly briefed on the actions to take in the event of a fire alarm activation. This includes clear instructions on evacuating the building promptly, the location of fire escapes on the floors they utilise, and the designated muster point outside the premises. It is emphasised that familiarity with this procedure is essential for everyone's safety. Should any member find themselves unfamiliar with the fire alarm procedure or require a refresher, it is imperative they promptly inform the club committee via email. This proactive approach ensures that all members are adequately prepared to respond effectively to fire emergencies, promoting a culture of safety and vigilance within the club community.

## In the Event of a fire Alarm:

The club fire marshal must...

1. **Remain Calm:** The first step is to remain calm and not panic. Encourage everyone in the club to stay calm and avoid rushing around.
2. **Evacuate Immediately:** When you hear the fire alarm, evacuate the building immediately. Encourage everyone to leave the building as quickly as possible.
3. **Follow the Exit Signs:** Follow the exit signs and designated evacuation routes. Do not use lifts during an emergency, use the stairs instead. Remember the must point is the MCSC (Maidstone Community Support Centre) Main Car Park (See below)



4. **Conduct Head Counts:** Once you're outside, conduct a headcount to make sure everyone is accounted for. If someone is missing, inform the emergency responders.

5. **Check for Injuries:** If anyone appears injured, call 999 immediately or ask someone to call.
  
6. **Follow the Instructions:** Listen to any instructions given by the emergency responders or MCSC staff members, and follow them.
  
7. **Stay Calm:** Wait calmly at a safe distance away from the building. Avoid standing in the way of emergency vehicles or personnel.
  
8. **Do Not Re-enter the Building:** Do not re-enter the building until emergency responders or MCSC staff members give you the all-clear.
  
9. **Report the Incident:** After the emergency has been resolved, report the incident to the club's leadership and take any necessary steps to prevent it from happening again.

Remember that during an emergency, it's important to remain calm and follow the instructions of emergency responders and staff members. By following these steps, you can help keep everyone safe during a fire alarm.