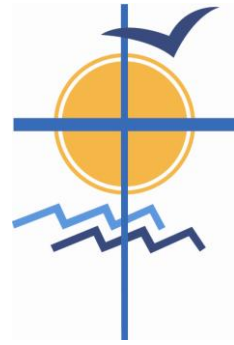


Morlan – Canolfan Ffydd a Diwylliant
Morlan – Faith and Culture Centre
Morfa Mawr
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SY23 2HH
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EMERGENCY PLAN FOR HIRERS OF MORLAN CENTRE

NOTICE TO HIRER

All Hirers of Morlan Centre must allocate a Designated Person who is responsible for the people attending the event and for their safe evacuation during an emergency.

Please note the following.

- In a fire emergency the automatic emergency lighting supply will illuminate all exit signs.
- A First Aid Box is available in the Coffee Bar kitchen. Please notify the Centre Manager of any accident.
- Any serious accident will be investigated, so no changes should be made to the site of the accident, except for safety reasons, until authorisation to do so is given by a responsible person.

RESPONSIBILITIES OF THE DESIGNATED PERSON

Before the event

The Designated Person must become familiar with the layout of the Centre especially the locations of the fire alarm activation points, fire exits and escape routes, fire fighting equipment and the Manager's Office (where phone is located). A plan is attached.

The Designated Person should ensure arrangements for the safe evacuation of people identified as being especially at risk who may be present at the event, such as those with disabilities or children. Plans should also be drawn up to deal with people once they have left the premises following an emergency, especially children.

Please note that the maximum number of people allowed to be present at the Centre at any one time is 250. The Centre Manager will take account of the other events taking place at the Centre at the time of your booking and you will be asked to provide an estimate of the maximum number of people that will be attending your event. It is then the Hirer's responsibility to ensure that this number is not exceeded.

During the event

The Designated Person must ensure that no furniture or other obstacles are placed in positions that will block access to fire exits, and that all exit routes remain clear of obstructions and combustibles.

At the start of the event, the Designated Person should:

- take a register of the people present if possible or, if this is not possible or practical, be aware of the number of people attending the event

- notify those present about:
 - the no smoking policy
 - who is supervising and how to identify them
 - location of fire exits and escape routes and what to do should an emergency arise
 - what will happen after that (e.g. regarding re-entry to the building).

During the event it is the Designated Person's responsibility to ensure that:

- the no smoking policy is adhered to
- no naked flames are started (unless authorised, e.g. candles) and, where naked flames are present, that combustible material is kept clear
- noise levels cannot drown out the fire alarm.

The Centre Manager, fire brigade, police officers, etc. must have free access to all parts of the building during the hiring and the Hirer shall comply without question with any direction given by them.

In the case of an emergency

On discovering a fire, detecting smoke or a smell of burning, the Designated Person must immediately raise the alarm by pressing the nearest fire alarm activation point.

Whilst the alarm is sounding, the Designated Person must ensure that all the people attending the event leave the building in a calm and orderly fashion, by the nearest exit route, taking only personal items that are immediately to hand.

The Designated Person must then call the fire brigade on 999 and give the following address:

MORLAN CENTRE
QUEEN'S ROAD, ABERYSTWYTH
SY23 2HH

During office hours, and if the Centre Manager is present, you may use the Centre's phone, or she can be asked to call the fire brigade.

An attempt can be made to extinguish the fire using the appropriate fire extinguisher. However, at NO TIME is anyone's life to be put in danger and priority should be given to evacuating the building.

People should assemble in the car park well away from the building, and the Designated Person should check that all people in his/her charge are accounted for.

On the emergency services' arrival, the Designated Person and/or the Centre Manager must make themselves known to the emergency services and inform them of the nature of the call-out and any other relevant details. The Designated Person should ensure that there is no interference with the emergency services, and that no person in his charge re-enters the building before approval is given by the emergency services.

If the emergency should occur outside office hours, please contact Carol Jenkins, Morlan Manager on 01970-820613 or 07900-520073, or Alun Morris on 01970-623464, who will be able to provide the fire brigade with any additional information that could be needed.

The Hirer will be obliged to indemnify Morlan against failure to observe these rules.

THE HIRER'S SIGNATURE ON THE BOOKING FORM SHALL CONSTITUTE ACCEPTANCE OF THESE RESPONSIBILITIES