



St Martin's
Community
Resource Centre

SMCRC fire safety training for SMCRC volunteers and those hiring space in our venue

Who is responsible for fire safety in our building?

The fire safety coordinator

- Our fire safety coordinator makes sure:
 - Our fire safety policies are up-to-date.
 - That we regularly inspect and test our fire extinguishers, fire alarms, electrical systems, and emergency lighting
 - That we check once a week our fire exits are clear and all exits open freely, to back up the checks we ask those hiring our premises to do
 - That our volunteers and those hiring our premises receive the necessary fire safety training and that any questions they have are answered.

Contact: firesafety@smcrc.org
Named person: TBD

Please tell the coordinator about all fires, alarms, extinguisher use and problems you notice in the building.

Your role

- We do not staff our building. Those who book our rooms share responsibility for their group's safety.
- There are some specific things you must do to protect your group. These are explained in the last section of this training.

What to do in a fire

If there is a fire

- There are break glass call points at major exits.
- Use them to sound the alarm
 - [How to use the Manual Call Point \(MCP\)](#)
- **Dial 999 and ask for the Fire and Rescue Service**

Tell them: “St Martin’s Community Resource Centre, 232 Dalry Road”



Our emergency exits

- There are four emergency exits.
- To find them, look for the green “running man” signs.

IMPORTANT – in a fire, do not use the lift.



Fire action notices

- Fire action notices near call points can remind you what to do



What to do if the alarm
goes off

If the alarm goes off

- You **must** leave the building quickly
 - Leave your belongings behind
 - Take your group to the assembly point
 - Close doors behind you to slow the spread of fire and smoke
 - Check no one is missing
- If it is safe you can
 - Check the alarm control panel to see where the fire might be
 - Carefully check the area
 - Put out small fires, if you know how
 - Look for missing people and help them leave the building

Your own safety comes first. Always feel doors for warmth before opening.

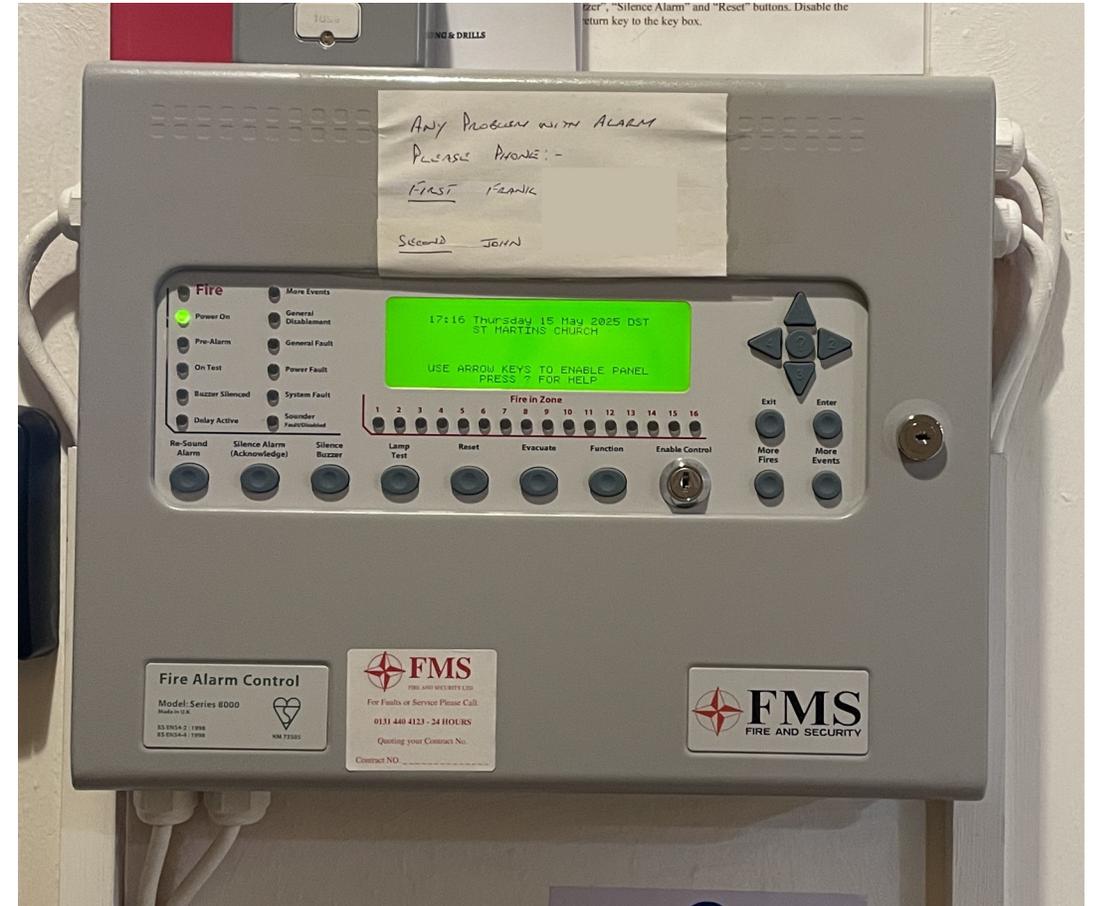
In a fire, dial 999 to raise the alarm.

You must report all fires to them and to us.

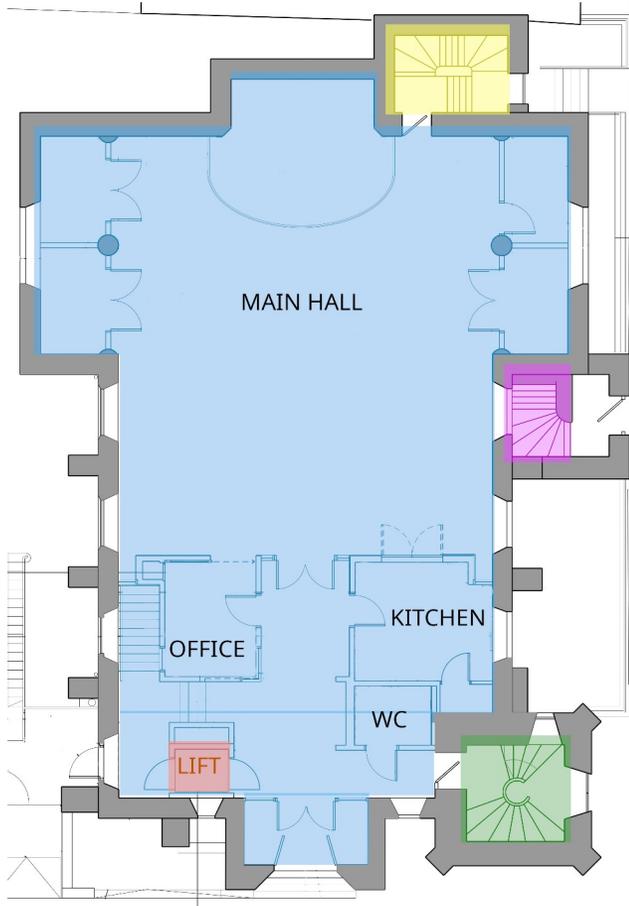
The control panel shows contact details for us to come turn off the alarm.

The fire alarm control panel

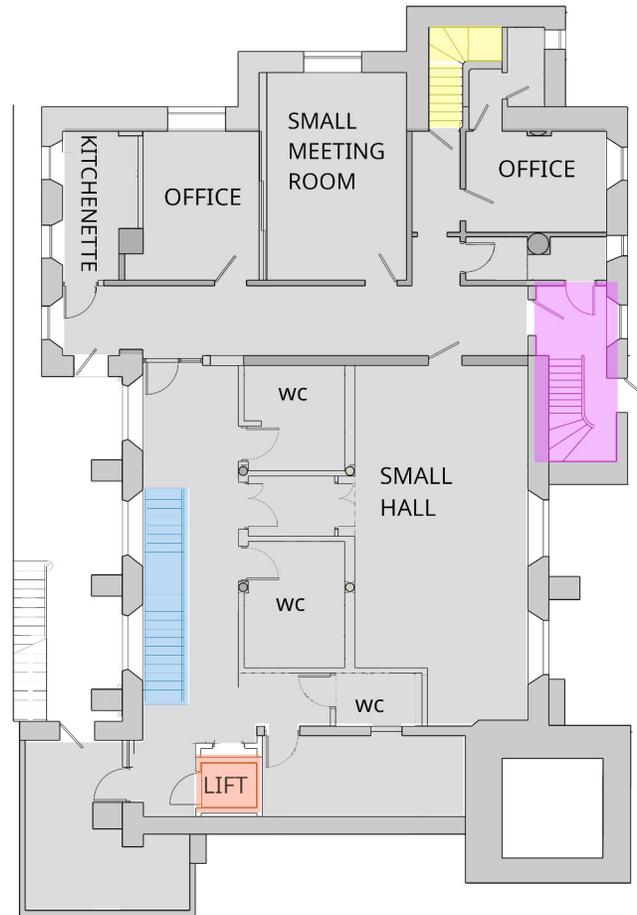
- Our control panel is to the right of the Dalry Road entrance, near the kitchen
- If there is an alarm, it tells where a fire has been detected by zone
- A sign next to it tells you where the zones are



Fire detection zones



MAIN FLOOR



LOWER FLOOR

	Zone 1
	Zone 2
	Zone 3
	Zone 4
	Zone 5
	Zone 6
Upper floor cupboard	Zone 7 (not shown)

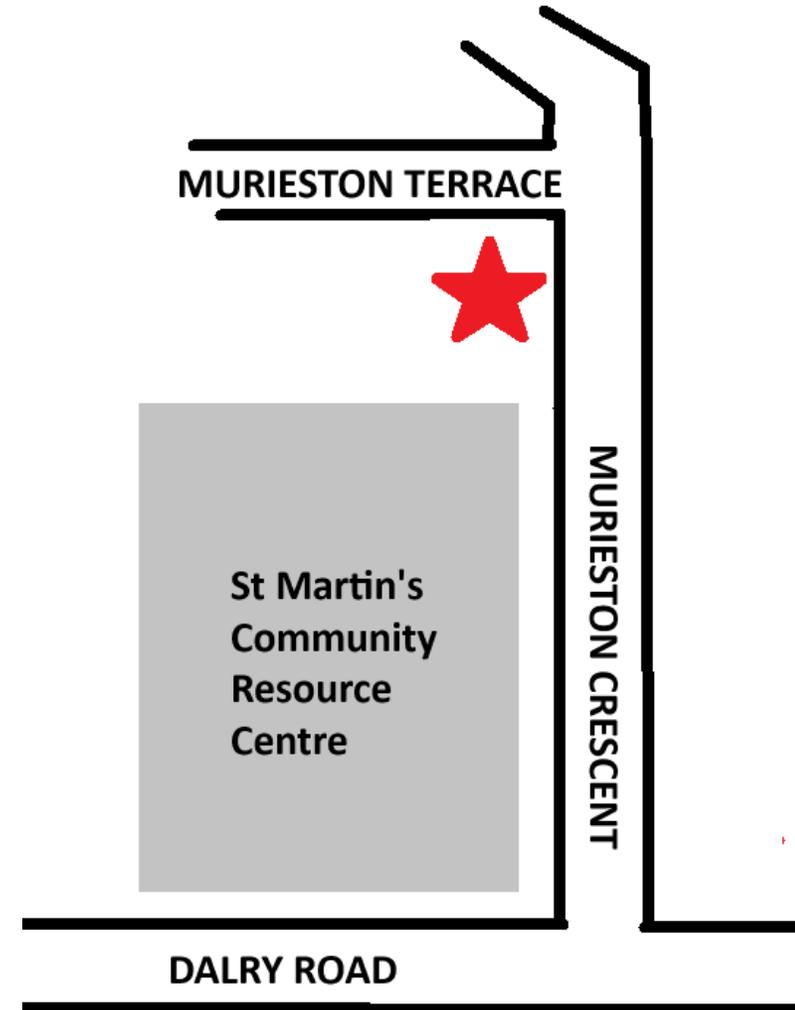
Turning the alarm off

- If you are sure there is no fire, you can turn the alarm off.
- We are considering how to provide instructions for how to do this. Meanwhile, please use the contact phone numbers on the control panel.
- You must tell us immediately about all alarms.

Exits and routes for this building

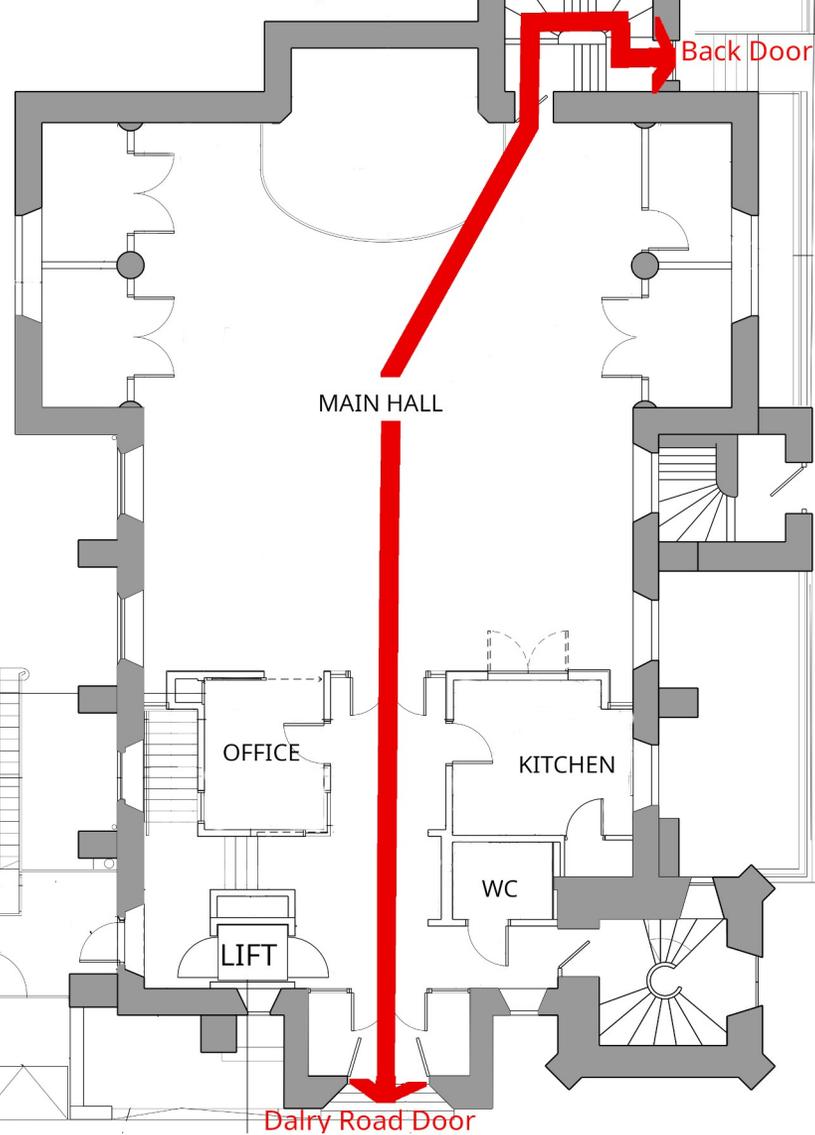
Our assembly point

- During a fire alarm, all occupants should go outside to the corner of Murieston Crescent and Murieston Terrace.
- This is behind the building.

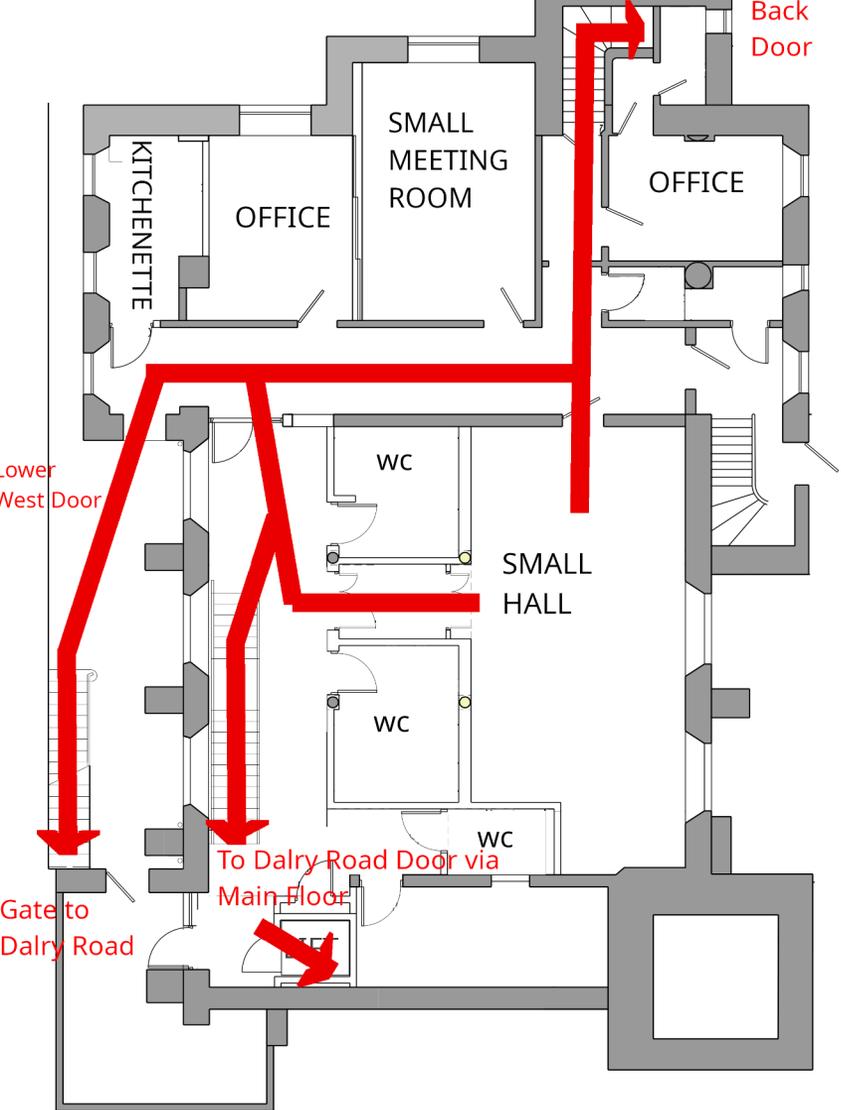


Routes to our fire exits

Main Floor Fire Escape Routes



Lower Floor Fire Escape Routes



The Dalry Road fire exit

- There are two sets of doors leading from the main hall to a set of stairs outside of the building down to Dalry Road.
- To exit the inner doors, use the door handle.
- To exit the outer doors, release three bolts, lift the latch, and push.
- We are working to understand whether we can make it easier to open the outer doors and still be secure given their design and historic hardware.
Meanwhile:

- Groups near these doors must unbolt them and ensure they remain unbolted and that intruders do not enter the building.
- All other building users, including lone workers, must designate people able and willing to go to the exit and unbolt these doors quickly if needed. This applies even if they are using the lower floor. They may need to use this exit if there is a fire at the back of the building or if occupancy is high.



The lower west fire exit

- This is opposite the lower floor kitchenette.
- To exit, turn the handle.
- There is a flight of stairs outside the building up to Dalry Road.



The back fire exit

- This is at the midpoint of a staircase and serves both floors of the building.
- To exit, push the bar.



To get to the back fire exit



From upstairs, use this door at the back of the main hall. There are a few stairs to go down.



From downstairs, use this door behind the small meeting room, opposite one exit of the small hall. There are stairs to go up.

Other external doors

The Modern Side Door

- This is the best known door but it is not a fire exit. The Dalry Road exit is wider, so groups can exit it more quickly.
- There are a few stairs from the main floor to this door.
- There is a flight of stairs from the lower floor to this door.
- This door has a physical lock and an electronic lock, both of which need to be open to get out.
- We are working to understand whether we can improve fire safety by making changes to this door without making the building insecure, which also affects safety.



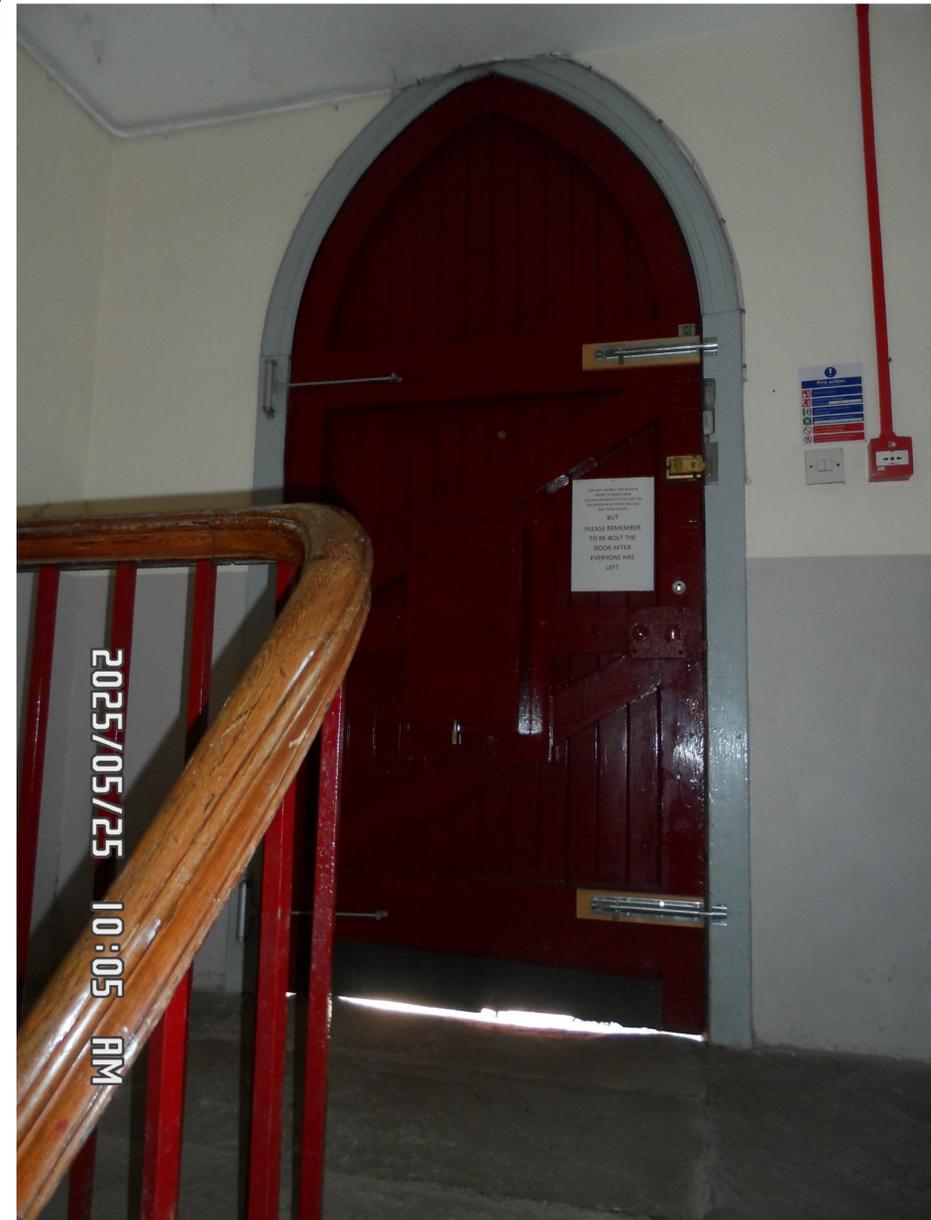
Basement Door

- This door leads outside, but to a basement area with no way out.
That area is unsafe in a fire.
- It is hard to reach through a very narrow corridor.



Murieston Crescent Door

- This is not a fire exit. It is difficult to access, up a curving staircase from a corridor that only two people enter.
- The back door is almost always a closer, easier exit.
- To exit, undo the two bolts and turn the rim lock.
- We are working to understand whether we can make this door easier to open without making the building insecure, which also affects safety.



Fire-fighting equipment

Our fire-fighting equipment - fire blankets

- We have fire blankets in the kitchen and lower floor kitchenette
- Only use fire blankets on small fires
- [VIDEO: How and When to Use Fire Blankets | iHASCO](#)

Only fight a fire if you can do so safely and know how.



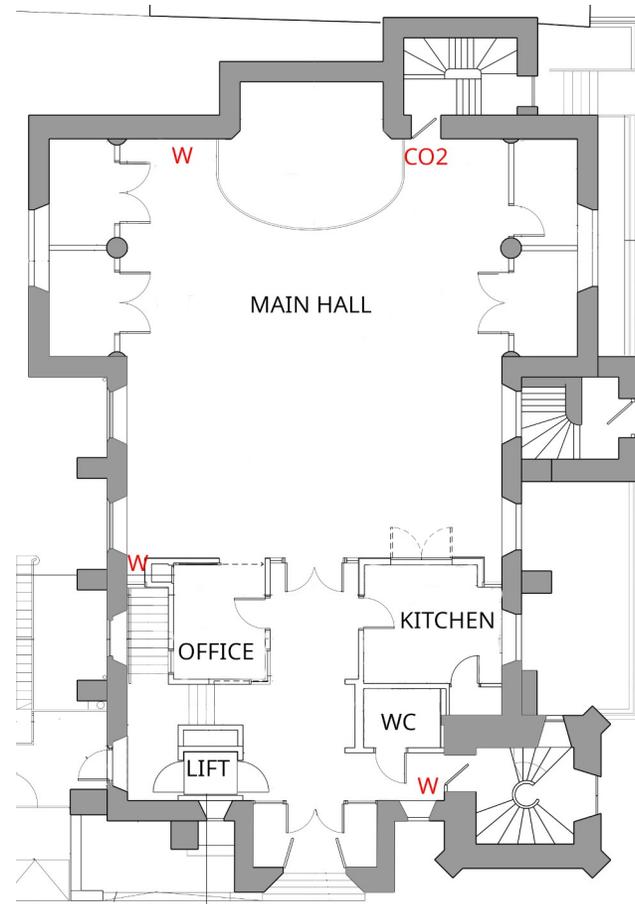
Our fire-fighting equipment - extinguishers

- There are fire extinguishers in larger rooms and in corridors
- There are different kinds for different kinds of fire
- Signs next to the extinguisher remind you what they can be used on
- [VIDEO: How to Use a Fire Extinguisher Using the PASS Method](#)

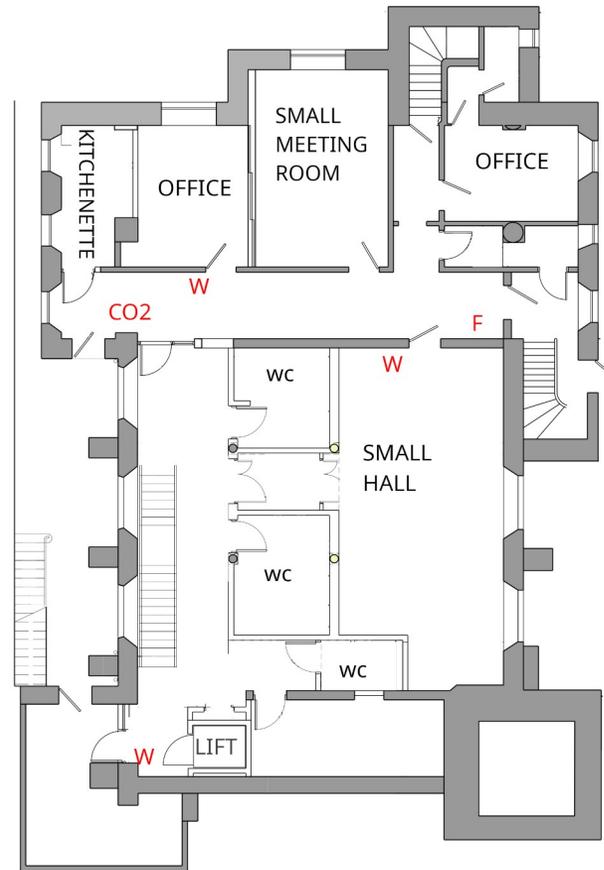
Only fight a fire if you can do so safely and know how.



Fire extinguisher locations



MAIN FLOOR



LOWER FLOOR

W Water. For combustible materials like paper and wood.

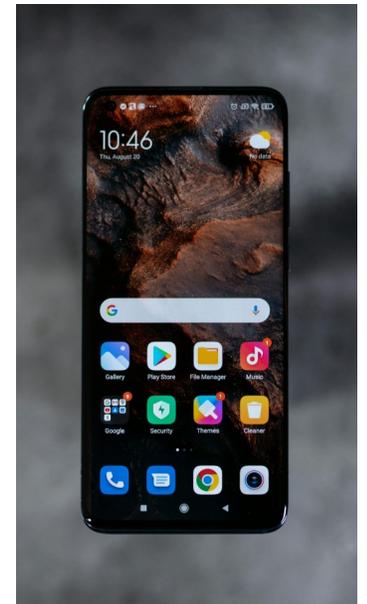
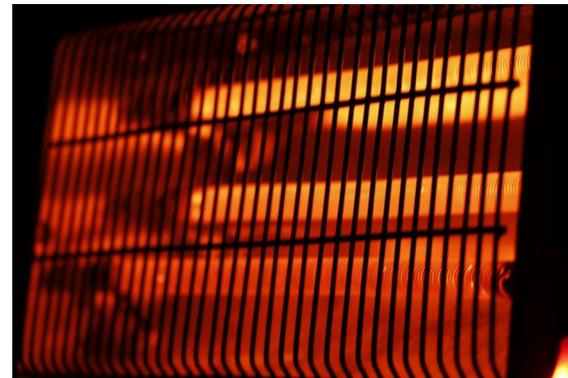
F Foam. For combustible materials and flammable liquids.

CO2 Carbon dioxide. For electrical fires and flammable liquids.

Making the building safer
for everyone

Reduce the risk of fire

- You must not leave kitchen appliances on or candles burning unattended.
- You may not use portable space heaters. If there is a problem with the heating, please tell us.
- You must not leave rechargeable personal electronic equipment, such as phones, tablets, and laptops, plugged in and unattended.
- All other electrical devices must be PAT tested annually.



Keep fire doors closed

- Fire doors keep a fire from spreading, giving you more time to get out
- They are marked with a blue sign
- Keep fire doors closed



Keep fire exits clear

- When you enter the building, check the exit routes are clear.
- You may not store anything flammable in corridors or under the main stairs.
- When your room hire is finished:
 - Return all furniture to its proper place. Never leave it blocking an exit.
 - Take your belongings with you. You can only leave items behind if we agree ahead.

IMPORTANT: We will remove anything we find left behind and, at our discretion, either dispose of it or store it until you meet with us to retrieve it.

If you need storage space, we have lockers for hire.



What must group leaders
do?

Check the building before your group enter

- Check the fire panel to ensure it is active and without faults
- Check the escape routes are clear, exit doors open freely, and fire doors aren't wedged open



Create emergency egress plans

You need a plan for how to get disabled and temporarily impaired users out of the building.

If your group members vary week by week, this could be a general plan, but if the same people attend regularly, the plan should be personal to them and discussed with them to ensure their needs are met.

You can find more information here:

- [Personal Emergency Evacuation Plan | Free Template & Guidance](#)

Appoint and train fire wardens for your group

- Fire wardens typically:
 - make sure everyone evacuates the building safely and quickly and goes to the assembly point
 - Make exiting faster, for instance, by opening doors for their groups, especially ones that open inwards or lack modern easy exit fittings.
 - Implement personal emergency egress plans for those who need help
 - When safe
 - close doors behind the groups to slow the fire
 - search the area, including toilets, to make sure no one is left behind
- They might also do other things to make your group safe, depending on your circumstances.
- Wardens should receive extra training. There are on-line and face-to-face options available, including practical experience of using fire extinguishers. If you feel you have additional training needs, please tell us. If there are enough other groups with similar needs we may be able to arrange training for the building's user community.

Ensure those in the building know what to do in a fire

How you choose to do this will depend on your group's circumstances.

Carry out fire drills

- Groups with recurring bookings should carry out at least one fire drill a year - more often if you need that to ensure those with fire safety responsibilities all experience one. These should vary where the "fire" is to test for unexpected problems.
- If you have not done this before, ask us to attend until you are comfortable with the process.
- After the drill, note the results. How long did it take to get everyone out? Were there problems that arose? Are there any changes that would help people get out of the building faster?
- Send us the results of your fire drill in writing.

Fire safety in the Tower

Only a few St Martin's Church volunteers are allowed into the Tower.

Groups hiring rooms from St Martin's Community Resource Centre should skip straight to the last slide to reach the form to declare they have completed their training.

The Tower Door

- This is currently not a viable exit. The door has been left untouched for many years and does not freely open.
- Currently the Tower is only used for storage with a few people briefly retrieving and replacing items, so making changes to this door is not a safety priority. If this changes, you must let us know.
- The Dalry Road fire exit is your nearest exit.



Fire extinguisher

- There is a Foam fire extinguisher in the Tower mounted on the wall furthest from the stairs.
- This is for combustible materials and flammable liquids.

Confirm you have undergone the training

- When you are finished with the training, please record that you are done using this form:
- [Record your training \(web form\)](#)