

CUFOS User Group Fire Regulations

These are our fire safety regulations. You should be aware of these as you are the responsible person whenever your group is using CUFOS, and it is up to you to ensure that they are observed.

When you have read and understood these regulations please sign and date both copies, then return one to Elin Murphy and retain the other for your records.

CONDITIONS

1. **External fire doors must remain unlocked**, with no obstructions, while the building is in use. If the Waiting Room is used, the fire exit door in that room must be unlocked.
2. **There are 2 fire exits** from both the Booking Hall and the Waiting Room. **Do not block these fire exits**. This includes *no parking on the yellow lines in front of the Booking Hall's double doors*.
3. **The entrance lobby must be kept clear at all times** to allow a clear escape route to the outside. Do not store unused furniture or buggies here.
4. **Alexandra Park Security Control** must be advised whenever emergency services are called to the building. APSC's number is 020 8365 4308.
5. **No smoking** inside the building.
6. **No fireworks or smoke-making machines** are allowed inside the building or on the patio.
7. **Candles** are only allowed on birthday cakes – please dispose of matches safely.
8. The **fire-fighting equipment** is only to be used for that purpose.
9. **The fire alarm system** is very sensitive and effective and is connected directly to the fire station. Once it has been set off a fire engine will automatically be sent to CUFOS. False alarms may attract an additional charge.

IF THE FIRE ALARM SOUNDS, EVERYONE MUST LEAVE THE BUILDING IMMEDIATELY

10. **The suggested safe assembly area** outside the building is on the footpath at the bottom of the Palace steps, next to the Park railings. Be aware of the possible need for assistance for the elderly, people with disabilities and children. Ensure no one returns to the building until you are told it is safe.

I have read and agree to abide by these conditions:

Signature..... Date User Group.....

Please return ONE copy to: -

Elin Murphy 9 Winton Avenue N11 2AS or post in red mail box by phone at CUFOS