

## 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 two 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, along with the other exit door on that side of the building.
2. **There are three fire exits:** from the Booking Hall, the side entrance, 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 here or buggies here.
4. **A list or register of all persons present while your group is in session** must be made on entry and held by a responsible person. This is to ensure that in case of emergency evacuation, all are accounted for.
5. **Alexandra Park Security Control** must be advised whenever emergency services are called to the building. APSC's number is 020 8365 4308.
6. **No smoking** inside the building.
7. **No fireworks or smoke-making machines** are allowed inside the building, in the area in front of the building, or in the courtyard.
8. **Candles** are only allowed on birthday cakes – please dispose of matches safely.
9. The **fire-fighting equipment** is only to be used for that purpose.
10. **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**

11. In the event the building must be evacuated, the **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**

Name (print):..... User Group:.....

Signature..... Date .....

Please return ONE copy to: -

Roseline Kocaskan, Flat 2, Alexandra Court, 238 Alexandra Park Road, London N22 7BQ