



Fire Action Plan

Folkestone Nepalese Community (FNC) Centre

This is the Fire Action Plan for the Folkestone Nepalese Community (FNC) Centre, which outlines the procedures for discovering or hearing a fire alarm and the steps to take when fighting a fire.

ON DISCOVERING FIRE/HEARING THE FIRE ALARM:

1. Raise the alarm by either:

Activating the nearest fire alarm call point or

Shouting "Fire, Fire, Fire!"

2. Evacuate the building through the nearest exit.

- a. **During office hours**, the Centre Manager or nominated person will instruct everyone to leave via nearest exit and assemble at the fire assembly point.

- b. **If after office hours**, the Person in Charge of function will instruct everyone to leave via the nearest exit and assemble at the fire assembly point.

- c. The assembly point is in the open ground of All Souls Church, Somerset Road, CT19 4HE, near the FNC Centre.

3. Assist anyone needing help to evacuate.
4. **Unlock door between main hall and library front foyer for evacuation route and fire service access and close all doors behind you as you leave.**
5. If safe and possible, use the fire extinguishers provided to tackle the fire. Do not endanger yourself or others.
6. Call 999 and request the Fire Service. Provide the address: FNC Centre, Baker Road, Folkestone, CT19 4NN (Ground Floor of Cheriton Library).
7. While waiting for the Fire Service, contact:
 - a. A member of the FNC Committee (FNC Chairman, General Secretary, Property Secretary, Vice Chair 2 / Charity & Centre Manager, or a nominated person).
 - b. **During office hours**, Cheriton Library Staff: 0300 041 3131 or **out of office hours**, Duty Manager: 03000 410302.
8. Do not collect personal belongings.
9. The Person in Charge (During office hours, Centre Manager or Out of office hours, Person in Charge of function) should ensure no one re-enters the building for belongings.
10. All Evacuated persons should assemble at the designated point:
 - a. Open ground of All Souls Church, Somerset Road, CT19 4HE.
 - b. All person to report to the person in charge of the assembly point. **Person in charge should walk to front of**

library to tell library site controller that FNC is clear and evacuated.

11. Do not re-enter the building until authorised.

12. On the Fire Service's arrival, the Person in Charge should report to the Officer-in-Charge, confirming everyone's safety or providing details of any missing persons.

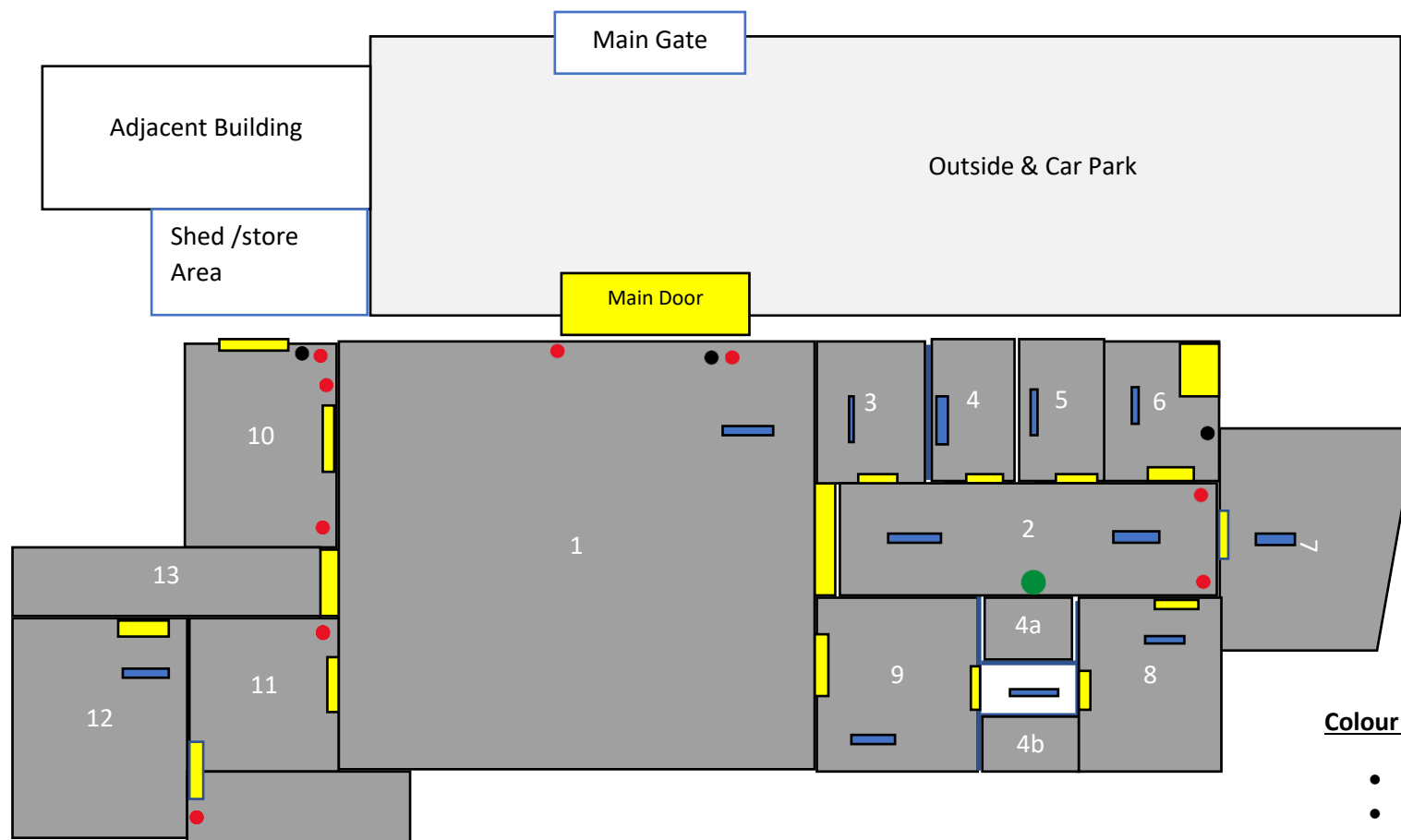
FIGHTING A FIRE:

1. Only attempt to fight a fire if:
 - a. You are competent in using fire appliances.
 - b. There is no risk to your safety.
 - c. Your escape route is clear.
 - d. The fire is small and manageable.

FNC CENTRE FLOOR/ EVACUATION PLAN

1. The Folkestone Nepalese Community Centre Floor/Evacuation plan at Annex A highlights the positions of fire exits and fire extinguishers.
2. Ensure familiarity with the layout and emergency equipment locations.

FNC CENTRE FLOOR/EVACUATION PLAN



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**All Souls Church
Somerset Road**

- 1 = Main Hall**
- 2 = Corridor**
- 3 = Female / Disable Toilet**
- 4, 4a, 4b = storage room**
- 5 = Male Toilet**
- 6 = Floating Office**
- 7 = FNC Senior Citizen Office**
- 8 = FNC Office**
- 9 = Conference Room**
- 10 = Kitchen**
- 11 = Digital Room**
- 12 = Manager Office**
- 13 = Corridor to Upstairs**

Colour code :

- **Red** = Fire extinguisher
- **Blue** = Fire lights / evacuation lights
- **Yellow** = Fire exit
- **Green** = First Aid Station
- **Black** = Alarm break point
- **Purple** = Outside Fire assembly point