

FIRE SAFETY

CASTLE ROOM

1. Castle Room users are asked to ensure that all Fire Doors are kept closed at all times.
2. In the event of a fire please phone 999 and ask for Fire. You could be the only group in the building.
3. The address is;
The Old Church Rooms,
Park Road,
Radyr,
Cardiff CF15 ***
4. Ensure that your group leaves the building as quickly as possible in an orderly fashion, via the staircase. The stairwell will remain fire and smoke free as long as the fire doors are kept closed. Members of your group should meet up at the Assembly Point in the Car Park. You should keep a record of people attending your Group and should check that everyone is out of the building at the Fire Assembly Point.
5. Do not use the lift. In the case of a fire the lift will return to the ground floor and switch itself off.
6. If you have a disabled person or a wheelchair user, there is an emergency chair, which can be used on the stairs, in the alcove at the top of the stairs.
7. The fire doors will inhibit the fire from getting into the Castle Room for thirty minutes.