

KMC Fire Safety Guidance

Units should note and follow the following rules on Fire Safety for you and your Guests

1. The building is an unmanned members building which therefore requires the resident member renting the building at the time (for lodge meeting, committee meeting, rehearsal, dining, socials etc) responsible for ensuring they are familiar with all fire safety rules and are able to carry them out effectively. It is recommended that lodges hold full dress rehearsals at least annually as they must ensure they are familiar how to escape. As the ostensible leader of the unit the 'master' should decide how the responsibilities are delegated in his unit. As you are aware this is a non-smoking facility except for the designated smoking area outside. It is recommended that 'less physically able people' are buddied up with a physically able person to take care of their safety. Never collect personal belongings and evacuate immediately upon suspicion of a fire or the fire alarms sounding. Lodges are already aware that it is forbidden to store alcoholic drinks in the lockers due to the fire safety risks and impact on your and KMC's insurance – due to fire risk.
2. Lodges must read out the fire safety and evacuation procedures taped to the secretary desk before each formal gathering no matter how well you think you know them. Remember you may have guests who are unfamiliar with the building. A copy of such procedures to be read out is attached to this document.
3. The Tyler's book is a key record in maintaining a list of people in the building in case of evacuation. That is the lodges' responsibility to maintain effectively.
4. KMC has a fully maintained fire alarm system, signage, emergency escape light systems and accessible escape routes for each part of the building. The full escape route chart is displayed in the robing room and explained further in this document. An assembly point is marked outside and is referred to in the pre-meeting procedural notes to be read out. It is situated in the car park away from cars, emergency vehicle access points. Once gathered and the roll call taken, please decide on the safest way to safely organise your people given the dynamic situation that will follow. There are an adequate number of fire extinguishers, however, evacuate first and only use the extinguishers in relatively safe and limited situations of small fires.
5. *KMC will offer at each September's* start of season liaison meeting fire procedure training and explanation to all attendees. The liaison meetings are open to all units and all members. Hence please do your utmost to attend not only for the liaison meeting but also the fire training.
6. Fire Doors:
 - External fire doors must be kept closed unless authorised to do otherwise by KMC's appointed agents (caterers). They must be immediately closed afterwards. When evacuating clear the pathways immediately and gather only at the designated assembly point in the car park.

- There are two escape doors in the temple room (emergency lit and well signed) which must be used as first choice of exit unless the fire is an obstruction. Externally both offer wheelchair accessible escape pathways, fully lit. Inside there is a wheelchair ramp by the door given the small step internally before accessing the outdoor route. Use the escape buddies if available.
- There are two (marked and emergency lit) fire doors in the dining room (one at each end). Select the door most appropriate to the fire situation. There is an additional fire door (ditto) in the bar area adjacent to the dining room and that should also be used when evacuating the dining room. All external escape routes are lit, with wheelchair accessible flat pathways.
- The meeting rooms should be evacuated by the other fire doors already highlighted or main door in the lobby as long as the fire situation allows it. Where that is not possible the rooms each have an escape window hammer to facilitate escape. However, that should be the last resort and used if other escape routes are not available.
- Escape from the robing room is via the main entrance or the temple entrance exits depending upon the situation of any fire.

7. Re-entry:

Do NOT re-enter the building upon evacuation until one of i) KMC official ii) caterer iii) fire (or other) authority iv) **AND** the fire leader in your Lodge gives you permission to do so.

8. Common Sense:

Always use healthy common sense – stay away from the fire source, do not try to be a hero by re-entering the building, forget personal effects even if valuable, ensure you account for everyone under your remit, don't bring/use sources of ignition into the building and always be sure that your members are fire aware.

Brethren it is in everyone's interest to provide a safe place to meet. Please do take these guidelines and protocols seriously and ensure your lodge are ware of them. If there is any doubt whatsoever contact KMC through the website contact form and we will answer your query in very short time period.