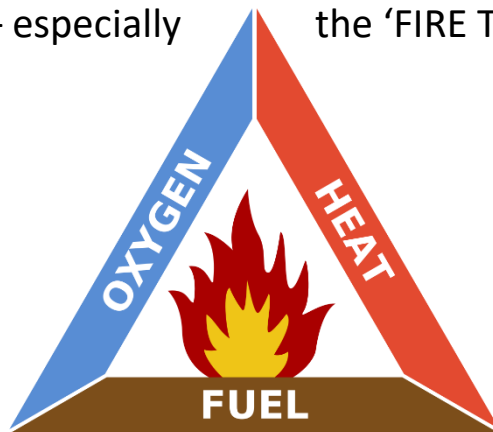


East Surrey Museum

General fire safety procedures

- Switch off all appliances when not in use. Be especially careful to check when closing up at night that all switches are turned off, apart from the ones controlling essential equipment such as the fridge and dehumidifiers – these are all labelled.
- Keep all exits to the building free of litter and blockages, including checking outside.
- Report any damage to or use of fire extinguishers or equipment immediately
- All combustible materials must be kept away from heat sources – esp. heaters and lights.
- Think FIRE – especially the 'FIRE Triangle'



- Know the location and type of all the fire extinguishers – see plan of building and the chart of fire extinguisher types and uses.
- Think of FIRE as a risk, and raise any thoughts or concerns immediately
- Do not store large quantities of combustible materials in the building such as unwanted packaging or rubbish – dispose of straight away. Significant quantities of inflammable liquids such as oils, paints or sprays must NOT be stored on the premises.
- Special consideration should be given to disabled visitors or volunteers – ensure they are aware of the fire exits, and be prepared to assist should an emergency arise. For disabled volunteers, a Personal Evacuation Plan (PEEP) may be in place, and this will be shared with staff on duty.

Fire Extinguishers in use at East Surrey Museum.

- Water Extinguishers – For use on all Class A fires Wood, Paper, Textiles **Do Not use** on Class B Flammable Liquids or Live Electrical Equipment.
- CO2 Extinguishers – For use on Class B Flammable Liquids and Live Electrical Equipment. **Do Not use** on Class A fires Wood, Paper, Textiles or Class D Flammable Metal Fires. **Do not use in a confined space.**
- Foam Extinguishers -For use on Class A fires Wood, Paper, Textiles and Class B Flammable Liquids. **Do Not use** on Live Electrical Equipment.

Location of Defibrillators

The closest defibrillator is located outside the main entrance to Waitrose

Full instructions are with every defibrillator, do not hesitate to use the machine, you will not make anything worse, you may in fact save a life!!

Make sure you also call 999.

The next closest defibrillator is at the Soper Hall, Harestone Valley Road, Caterham, CR3 6HY