

FIRE SAFETY POLICY & FIRE ESCAPE PLAN

Dear Guests

Please familiarize yourself with the following document for your safety during your stay at Wormsley Grange

FIRE SAFETY PREVENTION

1.No Smoking or Vaping inside the property.

Please refrain from smoking or vaping inside, we have a strict policy to protect all.

A designated smoking bin is situated at the front of the property by the Entrance Porch for your convenience.

Please do not smoke at the back door of the property as this is in proximity to the wood store.

Should you wish to smoke outside on the terrace in fair weather ashtrays are located in the Kitchen Pantry for your convenience.

Please take care to extinguish matches and cigarettes fully before disposing of them in the bin.

2.No Candle Policy.

We have a no candle policy inside the property to avoid the potential for naked flame to ignite fires.

You are welcome to use candles outside the property for your enjoyment.

3.Disposal of Rubbish

During your stay please dispose of rubbish in the bins provided at the bin store to avoid excessive rubbish within the property causing a potential hazard.

4.Portable Heating

Portable electric heaters are available if required in case of an unexpected boiler breakdown or very cold weather. Please call the main contact number for instruction

Do not place any items on the heaters or close to the heaters. If you require to dry items a tumble drier is available in Wormsley Grange Victorian Annex Wing, utility room.

5.Report Faulty Equipment

If during your stay you encounter any appliances that do not work or appear faulty, or you smell oil or odd smells, please contact us as directed in the guest folder or leave a comment in the guest folder at the end of your stay so that we can address the issue as soon as possible.

6.Care with Woodburning Stoves

During your stay, please keep the minimal amount of wood you require for burning on the stoves within the property at any one time. Keep the firelighters secure in the metal boxes provided. Familiarize yourself with the fire extinguishers available for your use on small fires.



FIRE EVACUATION - PLANNING

7. Disability, Mobility, Children under 18 – Awareness of building restrictions.

When planning room allocation for your guest party it is suggested to review the floor plan in conjunction with the following information.

Due to the heritage and age of the building we cannot directly cater for disability; however we feel the information provided, allows for you to make informed choices during your stay.

- There are no access lifts or ramps within the property.
- There are no tactile thresholds at the top of stairs for the partially sighted to aid guidance around the building.
- The fire alarm system is only auditory, with no visual alert to a fire within the property.
- The second floor of the Wormsley Grange Georgian Main Wing has only 1 x fire escape route to the First Floor.
- The first floor of the Cottage has only 1 x fire escape route to the Ground Floor.
- The first floor Media room has only 1 x fire escape route to the Ground Floor.
- The first floor of the Wormsley Grange Georgian Main Wing has more than one escape route
- Sleeping accommodation is not available on the ground floor in either Wormsley Grange or the Cottage

8. To support evacuation

Bedside Drawers contain laminated fire escape routes and exits relevant to the building

Bedside Drawers contain small black hand held torches for emergency use in the event of a power cut/outage, the bevel end of the torch is able to break glass in an emergency if required.

Please do not remove torches unless for use in an emergency.

Night reflective strips are within the stairwells to direct exits.

Fire Extinguishers are available in line with fire safety regulations.

Fire Escape Route directional signs are above doorways to indicate the way to multiple fire exits.

9. The Fire Exits

There are 4 x Exits in Wormsley Grange Main House

2 x on the Ground Floor of the Georgian Main Wing (keys in situ)

2 x on the Ground Floor of the Victorian Annex Wing (1 x key in situ, 1 yale release lock)

There are 2 x Exits in the Cottage both on the Ground Floor

1 x in the Kitchen

1 x at the Main Entrance

There are 2 x Exits in the Media & Boot Room

1 x nearest the Boot Room

1 x at the bottom of the Media Room Stairs

10. Lead Guest

To share Fire Policy with all guests in party, account for all guests at Assembly Point in the event of a fire or an accidental trigger of fire alarms. Have an awareness of the Fire Safety Documents location (please see attached aerial photo) to update fire service when they arrive.





Fire action

ON DISCOVERING A FIRE

1. Sound the alarm.

2. Dial **999** to call the fire brigade.

What 3 words: **BEDROCK.HIKES.THINK**

3. If possible tackle the fire using the appliances provided.
(Do not endanger yourself or others in doing so.)

ON HEARING THE FIRE ALARM

4. Leave the building by the nearest available exit.

SEE FIRE ESCAPE ROUTES & EXITS

5. Close all doors behind you.

6. Report to person in charge of assembly point
at:-

RIGHT SIDE MAIN LAWN - BELOW TERRACE



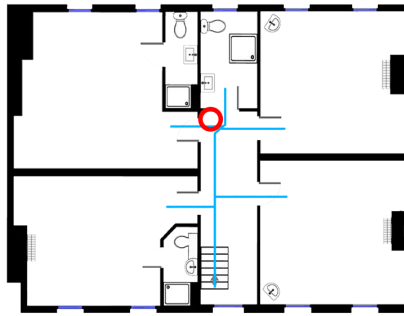
7. Do not take risks.
Do not stop to collect personal belongings.
Do not re-enter the building for any reason
unless authorised to do so.



FIRE EXIT PLAN

WORMSLEY GRANGE

3rd FLOOR



KEY -

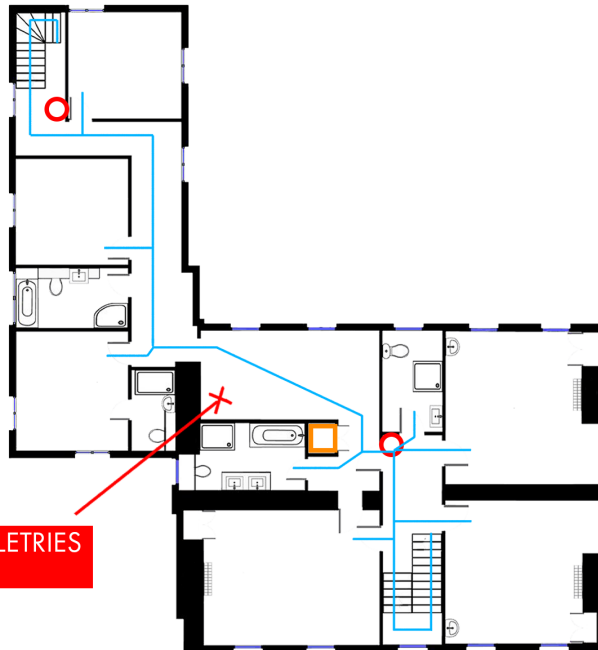
○ - FIRE EXTINGUISHERS

□ - FUSE BOARD

— | — FIRE EXIT PATH

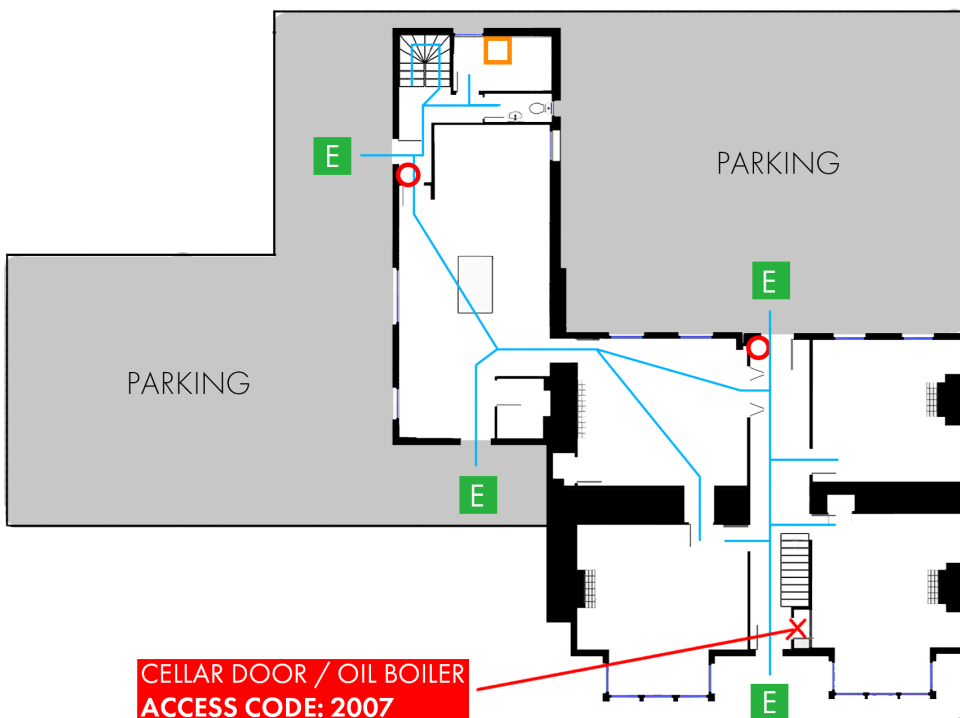
E - FIRE EXIT

2nd FLOOR



LINEN & TOILETRIES CUPBOARD

1st FLOOR



CELLAR DOOR / OIL BOILER
ACCESS CODE: 2007



FIRE EXIT PLAN

THE COTTAGE

KEY -

○ - FIRE EXTINGUISHERS

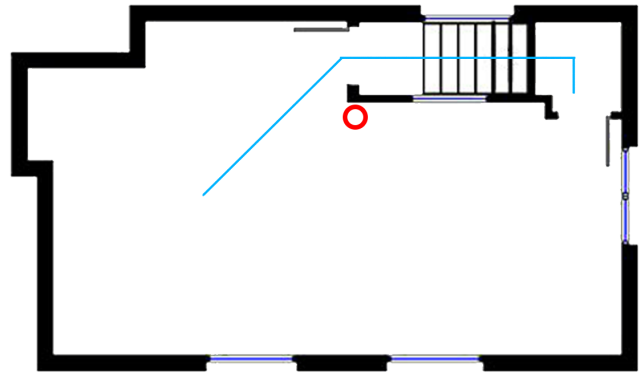
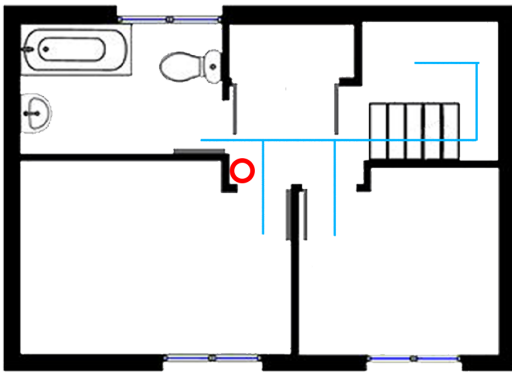
□ - FUSE BOARD

| - FIRE EXIT PATH

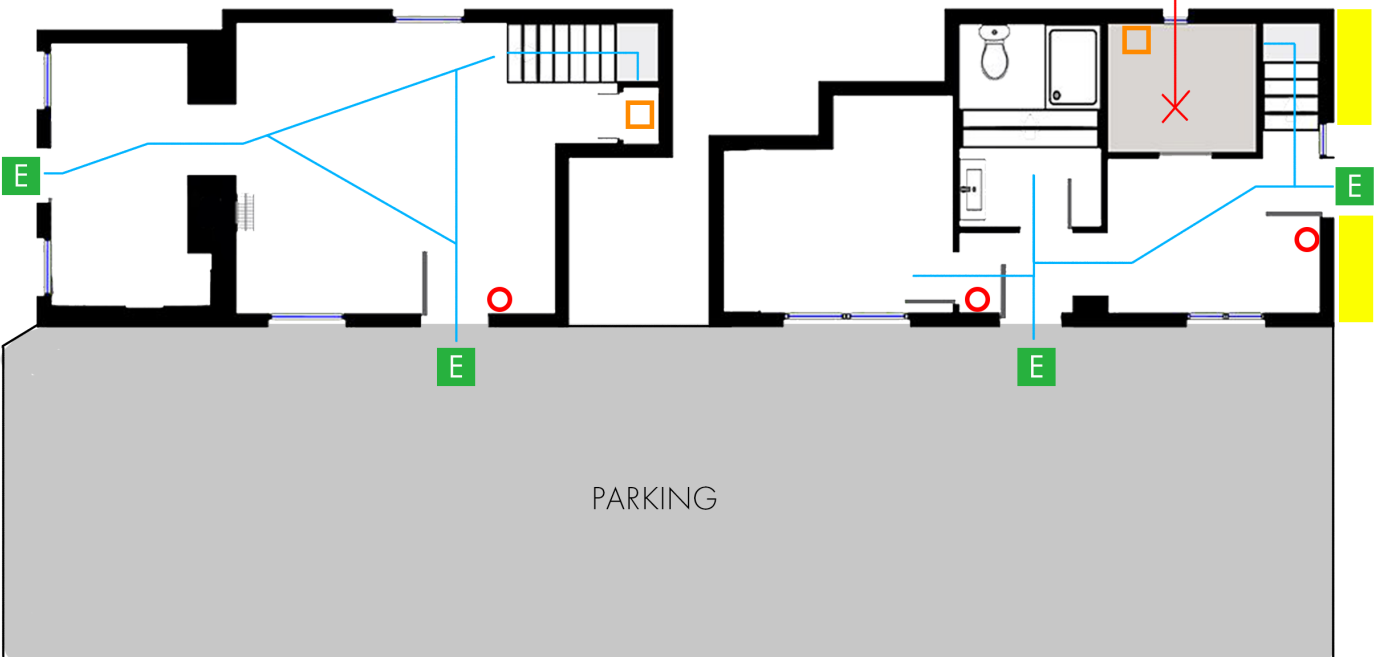
E - FIRE EXIT

■ - WOOD STORE & BINS

2nd FLOOR



1st FLOOR



WORMSLEY GRANGE AERIAL VIEW _ FIRE ASSEMBLY POINT & FIRE SERVICE DOCUMENTS

