



FIRE & SAFETY INSTRUCTIONS FOR CONFERENCES & EVENTS

Please assist RRUFC by informing delegates attending Rochdale Rugby Union's Clubhouse of the following important information, requirements and procedures. The procedures are to ensure the safety and well-being of all persons visiting RRUFC.

Alarm Tests & Fire Drills: There are no fire alarm tests or drills due today.

Alarm Sound: A continuous alarm sound which will be triggered and sound in the event of fire or other urgent need to evacuate the Clubhouse. In the event of Alarm Sound the Clubhouse must be vacated immediately.

Alarm Sound Procedure: In that event of Alarm Sound please inform your delegates to:

- Leave all belongings and/or conference materials; and
- Vacate the building using the nearest Fire Exit and Staircase; and
- Walk quickly but not run; and
- Refrain from using the Lift; and
- Assemble and remain at the Assembly Point

Note: No person is to leave the Assembly Point or re-enter the Clubhouse until Rochdale RUFC staff or the Fire Service have declared that it is safe to do so.

Assembly Point: The Assembly Point in the main car park at which all Delegates must assemble in the event of an Alarm Sound.

Note: The Conference Organiser is responsible for ensuring all Delegates are present at the Assembly Point.

Balcony: The external first floor balconies of the Club.

Bulky Items: Should you have large or bulky items to set up or bring into the Clubhouse please notify a member of RRUFC Staff so that we can try to help you and as required provide use of the Lift.

Clubhouse: The buildings, car park and clubhouse at RRUFC.

Conference: The conference, event, meeting, seminar or other gathering held at RRUFC.

Conference Organiser: The person(s) responsible for the Conference at Rochdale RUFC.

Delegate(s): Any person attending the Conference.



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Fire Exit: The nearest fire exit is shown by a green illuminated 'Fire Exit' emergency sign.

Function Room: The main function room at the Clubhouse.

Lift: The Clubhouse lift between the ground and first floors. The lift must not be used if the Fire Alarm sounds.

Members Bar: The members bar at the rear of the Clubhouse

Register of Delegates: A register of delegates names must be made and as necessary updated to ensure that you are fully aware of the identity of all delegates and which may be used at the Assembly Point in the event of an Alarm Sound.

Note: In the event of an Alarm Sound the Register of Delegates must be checked against Delegates present at the Assembly Point and the presence of all or absence of any person immediately communicated to RRUFC or the Fire Service.

RRUFC: Rochdale Rugby Union Football Club.

RRUFC Staff: The RRUFC Clubhouse or other manager present during the Conference.

Smoking: Smoking is not permitted at the Clubhouse save in designated Smoking Areas.

Smoking Areas: Smoking Areas are:

- Outside the Clubhouse at the main entrance front door
- On the Clubhouse Member's Balcony (if open for use); and
- On the Function Room Balcony (if open for use).

Note: All cigarettes or cigars butts together with any ash **must** be properly extinguished and placed in the receptacles provided.

Staircase: The staircases located at the front and rear of the Clubhouse and providing access between the ground and first floors.

Trip Hazard: You must take steps to minimise the risk of and inform Delegates of any possible tripping hazards e.g. trailing cables.



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