



STREET PARISH COUNCIL

FIRE EMERGENCY PLAN

AT

STREET PARISH ROOMS, 6 LEIGH ROAD, STREET BA16 0HA

Adopted by the Council on 26 July 2011

Reviewed: 15 August 2023

Updated: 6 February 2024

Next Review: 15 August 2024

This Fire Emergency Plan will be modified by the Council as and when necessary, in conjunction with the agreed Fire Safety Policy; and reviewed at least annually.

In the event of a fire the Clerk, or if not present another member of staff, should immediately activate the fire alarm, **shout 'FIRE' to warn people** and ensure that all persons on the ground and first floors evacuate the building as quickly but safely as possible.

They should assemble by the large, raised flowerbed between the Parish Rooms and the Crispin Hall. The Clerk, or if not present, another member of staff or a Councillor, should then carry out a roll call using the attendance register for the building to ensure that everyone has left the building. No one should re-enter the building until the Fire Rescue Service has confirmed that it is safe to do so.

**WHEN IT HAS BEEN SAFELY ESTABLISHED THAT THERE IS A FIRE THEN THE FIRE BRIGADE SHOULD BE CALLED ON 999.**

Evacuation should be via the nearest exit in an orderly manner.

Key escape routes are identified by green signs with a white running person and emergency lighting is provided throughout the building.

Water and CO2 fire extinguishers are located by each of the exit doors – these are situated on the ground floor at the front onto Leigh Road and the side door opposite Crispin Community Centre, together with a CO2 extinguisher in the Work Room next to the accessible toilet. On the first floor there is a water and CO2 extinguisher in the corridor between the accessible toilet and the kitchen. There is also a water extinguisher in the corridor directly outside the Parish Council's office and there is a CO2 extinguisher outside the Isny Room. There is also a fire blanket in the kitchen. The Clerk and any other staff will be trained in the use of extinguishers.

The Clerk and all other staff will be especially careful to ensure the safe evacuation of anyone in the building with a disability or young or elderly people. There is an Evac chair by the lift on the first floor and Council and Library staff have been trained in the use of this. The level side access opposite the Crispin Community Centre to be used for disabled persons if possible and safe.

If it is safe to do so the Clerk or another member of staff to switch off the mains electric supply in the cupboard in the front side office and any other electrical equipment.

If the fire alarm does not work for any reason and a fire is detected, then the Clerk and any other member of staff should shout a warning to others in the building and call the Fire Service.

Activation of the fire alarm will notify Scutum West, who will receive a fire alarm and they will first call the office to ascertain if a false alarm, then phone the fire brigade and then call key holders. It is also advised that the Clerk or other responsible person call the Fire Brigade.

The Clerk or if not present another member of staff will meet the Fire Brigade upon arrival and notify them of any special risks or circumstances.

The Clerk, Deputy Clerk, Assistant Clerk, and any new member of staff to be given training in all fire safety matters.

After any fire alarm and evacuation of the building the Clerk, or if not present another member of staff, will arrange for the Police to take charge of any unaccompanied children, arrange for people's personal belongings to be returned to them or kept safely until they can be collected, assist people in rejoining friends or leaving the area as necessary and to avoid inclement weather.