



Fire and Emergency Evacuation plan

For

Stalham Town Hall

Emergency instructions

1	<p>The action employees should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point.</p> <p>If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.</p>
2	<p>How will people be warned in there is a fire</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p>
3.	<p>How the evacuation of the building will be carried out</p> <p>On hearing the alarm:</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the Grebe Pub.</p> <p>Visitors should be escorted from the building and accounted for at the assembly point.</p>
4.	<p>Identification of escape routes</p> <p>All exit doors can be used as escape routes.</p> <p>The staircase and routes leading to the front door are protected routes.</p>
5.	<p>Fire fighting equipment provided</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p> <p>Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks.</p>

<p>6.</p>	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <p><i>NB. Procedures must ensure that there are steps taken to confirm the presence of a fire before calling the Fire and Rescue Service.</i></p> <p>All staff will usher visitors out of the building and assemble at the muster point.</p> <p>Fire Wardens will ensure:</p> <ul style="list-style-type: none"> • their areas are cleared of people • registers are collected on the way out • all doors and windows are closed • a roll call is made to ensure everyone is out.
<p>7.</p>	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit • contractors: must be given information about fire procedures and leave the building at the nearest exit • people with disabilities: specific arrangements may need to be made for those with disabilities (PEEP). These arrangements may be made with the assistance of the Town Council. • Disabled staff and guests should not use any part of the building where it would be difficult for them, even with help, to escape in the event of a fire.

8.	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • on confirmation of fire Hirer (if occupied) or Town Council representative will Dial 999 and ask for the Fire Service or other emergency service as appropriate.
9.	<p>Procedures for liasing with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Hirer (if occupied) or Town Council representative will liase with the Fire Brigade on their arrival.
10.	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none"> • all staff - fire drills twice a year • all staff - fire briefing once a year (may be in conjunction with fire drill) • record of training to be kept within fire manual • training to reviewed on a yearly basis and planned into budget.