



Wells City Council

Town Hall Fire Evacuation Procedure

Fire Evacuation Procedures; General Instruction.

GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU:

- Staff/users discovering a fire or other emergency for which the building is to be evacuated should activate the alarm using the nearest available call point. They should then notify Reception
- of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires; only **if it is safe to do so without putting themselves at risk** using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All staff and occupants of the building must respond to alarm activations
- The fire alarm is a continuous sounder
- The Town Hall Manager/Marshall on duty will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The Town Hall Manager/Marshall/Receptionist will summon the emergency services (**DIAL 999**) as necessary;
- The Marshall will supervise / affect the evacuation of occupants to the designated assembly point*.
- Staff, public and contractors must leave the building by the nearest exit and report directly to Town Hall Manager/Marshall at the assembly point.
- The fire Marshall/responsible person will check any toilets or hidden areas **if safe to do so without putting themselves in danger**, to ensure the building has been evacuated.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

***The Assembly point is the Raised area of the Market Place
Directly in front of the Town Hall**

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1.0 INTRODUCTION

1.1 All staff/users are required to be aware of the evacuation procedure which should cover the following basic facts:

- What to do if you discover a fire.
 - What to do when you hear the fire alarm.
 - Calling the Fire Brigade
 - Evacuation
 - Assembly Point
 - Roll Call
- 1.2 All Staff/Users/Class Leaders must familiarise themselves with escape route/call point/extinguisher site Plans Attached.
- 1.3 The fire procedures should be made available to all staff/users and included in the induction of all new starters.
- 1.4 A summary of the evacuation procedures will also be made available via a fire action notice displayed within the premises, generally located at each exit point above Manual Break Glass Call Points.
- 1.5 The Escape Routes will be indicated by signs to instruct the direction to the final exit door. This may include the use of Emergency lights incorporating directional luminaires.

2.0 EVACUATION PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

- 2.1 Particular attention will need to be given to persons and staff/users who have special needs including those with a disability.
- 2.2 The fire brigades position is that the building management are required to have procedures in place to evacuate all people from a building independent of assistance from the brigade.
- 2.3 Any staff/user who feel they or a member of the public may require assistance in the event of an evacuation must inform the manager in order that suitable arrangements can be put in place. There may be a need to adopt alternative procedures if they cannot be easily evacuated due to stairs.

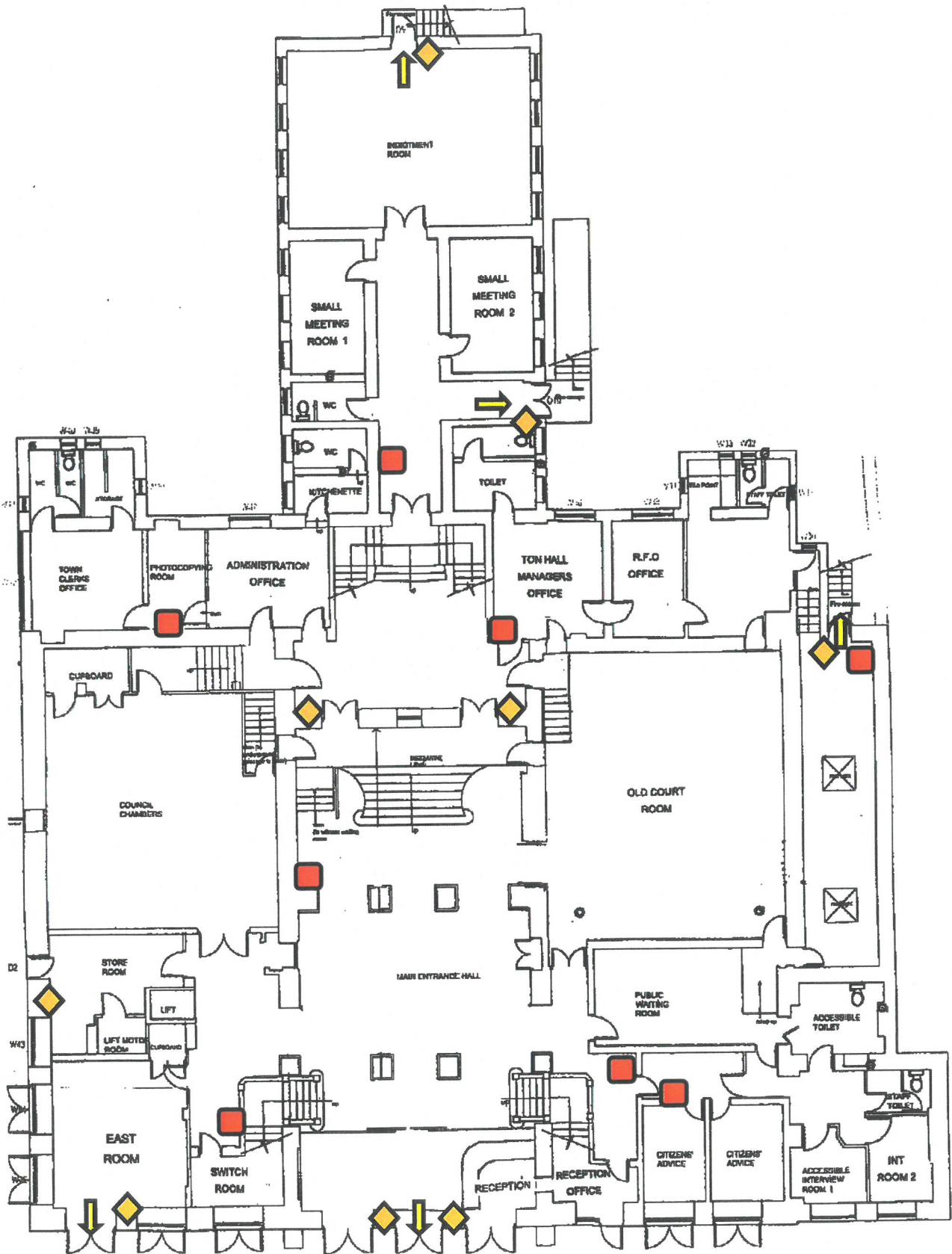
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The Town Hall Manager/Marshall on duty are responsible for ensuring corridors/buildings are clear.




The senior member of staff/fire warden will liaise with the Fire Brigade on their arrival.

The building must not be re-entered until staff/visitors are notified it is safe to do so by the Fire Brigade/Fire Marshall.

Fire Escape Route, Extinguisher and Alarm Call Points



GROUND FLOOR

-  Fire Escape/Route
-  Fire Extinguisher Point
-  Fire Alarm Call Point

Fire Escape Route, Extinguisher and Alarm Call Points

