

Fire Evacuation Plan

General Emergency Evacuation Plan for:

Haydon Wick Parish Council
Council Offices, Thames Avenue, Haydon Wick, SWINDON. SN25 1QQ
01793 722446

Plan date:

Review date:

Sound of the alarm: A continuously ringing bell.

Raising the alarm in the event of a fire:

If the fire is discovered by a staff member, or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest alarm:

Ground Floor: In the lobby by the exit.

First Floor: At the top of the stairwell.

Action staff should take on hearing the alarm:

The following actions will be taken upon the fire alarm being sounded / raised:

- Trained Fire Marshals will take charge and lead in the fire evacuation.
(Jackie Fawcett / Dave Hunt)
- Dial 999 and request attendance by the Fire Service. Staff member to give their name, name of building, address, contact number and details of the fire.
- Pick up the visitors signing in book.
- Staff to commence the evacuation of the building – ensuring this is done in a calm and orderly manner.
- Meet at designated fire assembly point and check everyone is accounted for.
- Separate Personal Emergency Evacuation Plans are in place for staff and known visitors with additional needs as well as General Emergency Evacuation Plans for members of the public who may be visiting the building.
- Fire Marshals are to sweep the building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out.
- Fire Marshals are to ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.
- To liaise with the fire service on their arrival.

Escape routes:

The escape routes from the building are:

- 1) **Ground Floor:** Main entrance / Fire Exit
- 2) **First Floor:**
 - a) Stairwell to ground floor fire exit if accessible.
 - b) Window escape route using a temporary evacuation ladder.

Fire assembly point:

The fire assembly point is: Outside of the main gates / GLL Haydon Centre car park.

Fighting fires – extinguisher use:

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so. i.e. there is a clear means of escape / the fire is small.

Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment:

- Gas supply shut off: Outside on the east wall of the building.
- Mains fuse box: Kitchen.
- Mains water inlet: Under the sink in the Kitchen.
- Location of fire alarm panel: Lobby.

Number of staff needed to carry out evacuation plan:

Dave Hunt	Monday – Friday (8.30am – 16.00pm)
Jackie Fawcett	Tuesday – Thursday (8am – 16.30pm) Friday (9am – 13.00pm)

Equipment needed to support the emergency plan:

Hi-visibility tabards / Staff and Visitor register / Escape ladder.

Variations to the plan:

The offices are sometimes open out of normal office hours. Our room hire policy includes our fire evacuation procedures / General emergency evacuation plan.

Responsibilities:

For ensuring plan is up to date	POS manager
For ensuring adequate staff are on duty and trained to carry out the evacuation plan.	POS manager

EMERGENCY FIRE ACTION PLAN

All staff / visitors / room hire facilitators / contractors:

ON DISCOVERING A FIRE

- 1) Sound the alarm by operating the nearest fire alarm call point.
- 2) Leave the building by the nearest exit.
- 3) Assist anyone who needs help to leave the building.
- 4) Close all doors behind you.
- 5) Call 999 and request the Fire Service.
- 6) Do not stop to collect personal belongings.
- 7) Report to the Assembly point which is at: **GLL car park outside of the HWPC office gates.**
- 8) Do not re-enter the building until authorised to do so.

ON HEARING THE FIRE ALARM

- 1) Leave the building at the nearest fire exit.
- 2) Assist anyone who needs help to leave the building.
- 3) Close all doors behind you.
- 4) Do not stop to collect personal belongings.
- 5) Report to the Assembly point which is at: **GLL car park outside of the HWPC office gates.**
- 6) Do not re-enter the building until authorised to do so.

FIGHTING A FIRE

Only attempt to fight a fire if:

- You are competent to use the equipment provided.
- There is no risk to your own safety.
- Your escape route is clear.
- The fire is small.

Fire Action Notice:	Fire Alarm Manual Call Point:	Assembly point: GLL Car park Fire Exit x 1: Main Entrance
 Fire Action  Raise the alarm  Leave the building by the nearest exit  Report to assembly point  Do not return to the building until authorised to do so  Do not use lifts		 Assembly point