



FIRE ACTION PLAN

INTRODUCTION

The need to manage fire risk and ensure the safety of employees whilst at work and the safety of other relevant persons in the premises or in the vicinity of the premises is a legal requirement.

EMPLOYEES' DUTIES

All employees have a duty to take steps to ensure that they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices. They are also expected to co-operate fully with the Town Council in complying with any procedures that may be introduced as a measure to protect the safety and well being of staff, tenants and visitors.

The Town Clerk is the 'responsible person' for the Town Hall and is also the Warden for the Town Council's offices. All tenants will appoint a Warden and Deputy Warden to take responsibility for their area of the building and ensure that their staff/visitors are present at the assembly point in case of evacuation of the building. They should take with them any Visitor's Books that they maintain to ensure that the building is empty.

All fire related equipment is regularly serviced and maintained. If any employee/tenant notices that fire safety equipment is defective or missing, they should report it to the Town Clerk immediately. A Fire Risk Assessment of the Town Hall was carried out in June 2009 and this will be reviewed annually or more frequently if there are any changes that will impact on its effectiveness.

PROCEDURE

1 RAISING THE ALARM

It is imperative that all staff/tenants recognise the importance of raising the fire alarm in all instances of fire or suspected fire. The Town Hall has an automatic fire detection system but if there is a smell of smoke or burning within Town Council's premises and a fire is not apparent or the fire alarms have not been activated then an initial short search of the area, if safe to do so, should be carried out. This search should last no longer than 3- 4 minutes. However if the smell cannot be explained then proceed with raising the alarm.

2 BREAK GLASS OF NEAREST BREAK-GLASS POINT

The fire alarms have glass fronts which have been manufactured to break at the slightest pressure using a thumb or an object.

3 ATTACK THE FIRE WITH AN EXTINGUISHER *ONLY IF SAFE TO DO SO AND YOU HAVE BEEN TRAINED APPROPRIATELY*

As a reminder the hydrospray extinguishers are general purpose – for burning liquids but are not suitable for electrical fires. Carbon Dioxide cylinders are for burning liquids or electrical fires.

4 LEAVE THE BUILDING AND REPORT TO THE ASSEMBLY POINT IN THE CAR PARK OPPOSITE THE TOWN HALL (NEAR TO THE TICKET MACHINE)

DO NOT USE THE LIFT IN THE EVENT OF A FIRE OR IN THE EVENT OF THE FIRE ALARM SOUNDING

On hearing the Fire Alarm, leave the building using the nearest available fire exit **closing all doors on the way out** and report to the **Assembly Point** where your Warden and/or Deputy Warden will **register you as being present**. Only open doors that you need to open when leaving the building.

Ensure that provision is made for the safe evacuation of physically or sensory impaired personnel (including pregnant women) from the building.

If there is smoke, the air is clearer nearest to the floor so if there is smoke keep as low as you can. Remember that smoke is poisonous and can kill you.

If your escape route is blocked you may have to react in a different way. You may be able to escape through a window if you are on the ground floor but if you are on the first floor you should only do this as a last resort – when you are in immediate danger.

If you have to break the window use a heavy object to hit the glass at the bottom corner and make safe the jagged edges with a coat.

If your escape route is blocked and you cannot use a window you need to keep as safe as you can in the building. Gather together in one room and choose a room with a window and a telephone if possible. Close the door. Put coats around the bottom of the door to block smoke.

As a last resort open the window and call for help. It is important to let people know you are there. Stay by the window and lean out to breathe if you need to. Keep drawing attention to yourself.

For mobility impaired staff/tenants/visitors there is a 30 minute 'Refuge Area' located on each floor. These 'Refuge Areas' are immediately in front of the lift access on each floor – please ensure that the fire door is completely closed and await further instructions/assistance.

The Responsible Person will take note of any absentees from each of the Wardens/Deputy Wardens and will establish whether it is a genuine fire or a false alarm.

5 CALL 999

When you have reached the Assembly Point, ensure that the Town Clerk or Deputy Town Clerk (or the Designated Person) has called the fire and rescue service. Speak slowly and clearly, give the whole address of the premises, if possible explain what is on fire and whether there is anyone known to be in the building. **Do not go back into the building for anything.**

6 RE-ENTRY OF THE BUILDING

Do not re-enter the building until you have been instructed to do so.

7 TESTING

The fire alarms are tested on Tuesday mornings. It is not necessary to follow the fire action plan when this happens unless the alarm persists beyond 30 seconds.

8 LOG BOOK

A record of the dates of all tests, checks and servicing activities is maintained in the Council's offices.

Responsible Officer	Town Clerk	Date effective from	2009	Review date	March 2017
Author	Town Clerk	Date last amended	May 2016		