

# FIRE EVACUATION PLAN



## FIRE AND EMERGENCY EVACUATION PROCEDURES

### **Kingsteignton Town Council The Community Hall, Rydon Road, Kingsteignton, Newton Abbot, TQ12 3LP**

This document details the fire and emergency evacuation procedures for the evacuation of the Kingsteignton Community Hall. Staff, the Responsible Person and users must ensure that they are familiar with these procedures and act upon their requirements.

#### **1. ACTION WHEN THE FIRE ALARM SOUNDS**

Leave the building via the nearest emergency or safe exit point. Do not delay your evacuation in order to obtain personal belongings and report to the designated assembly area at the far end of the Car Park near pathway leading onto Rydon Road.

**DISABLED PERSONS** - The Responsible Person must ensure that arrangements are in place prior to using the hall facilities to ensure disabled members of their party can be safely evacuated to the assembly area.

#### **2. ACTION ON DISCOVERING A FIRE**

In the event that you discover the fire, you are to make your way towards the nearest Emergency or safe exit, shouting **Fire Fire Fire** as you go to alert other users of the danger. Once at the exit point you must activate the Emergency call point which will set off the buildings alarms, if they are not already sounding. Once outside you must report to the Responsible Person the size, location and extent of the fire so this accurate information can be passed on to the emergency services.

#### **3. SUMMONING THE FIRE & RESCUE SERVICE**

The Responsible Person or member of staff present in the building must make the call to the Devon & Somerset Fire and Rescue service as soon as possible after the alarm has been raised. They must inform the Fire and Rescue service of the full address of the hall including the postcode **TQ12 3LP** and the location of the fire within the premises and any other information they might have which is applicable.

#### **4. ROLL-CALL**

The Clerk / Staff (When present) will call the roll of all Employed staff known to be present in the building at the time of the Alarm to ensure they are all present. Any missing persons must be reported to the Fire and Rescue service on arrival.

For hall users, the Responsible Person must be aware of who is not accounted for from their party and make this known to the Fire and Rescue Service.

#### **5. FIRE DRILLS**

Fire drills will be conducted by staff at least once every six months without warning to hall users.

#### **6. FIRE MARSHAL PERSONNEL**

The Council staff will all be trained fire marshals and will act in that capacity in the event of an incident when they are present within the premises. At all other times the Responsible Person must ensure that all their party guests are accounted for.

#### **7. STAFF ABSENCES**

In the event of staff absences any other member of Council staff can act as Fire Marshal

#### **8. VISITORS AND CONTRACTORS**

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -

- action to be taken on hearing the fire alarm or discovering a fire;
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
- The location of fire fighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

## **9. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS**

The Council staff will co-ordinate all Safety based activities with any hall users at the time of the party signing for the use of the hall

#### **10. EVACUATION ROUTES**

Evacuation routes will be kept free from obstruction and adequately and clearly marked. The Responsible Person must ensure that their party do not at any time either wedge open or obstruct any fire doors.

Sufficient notices are displayed at appropriate places next to call points; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

#### **11. FIRE ALARM TEST**

The staff will test the fire alarm systems every week on a Monday at 10.30 hours to ensure the integrity of the fire detection equipment.

#### **12. FIRE FIGHTING EQUIPMENT**

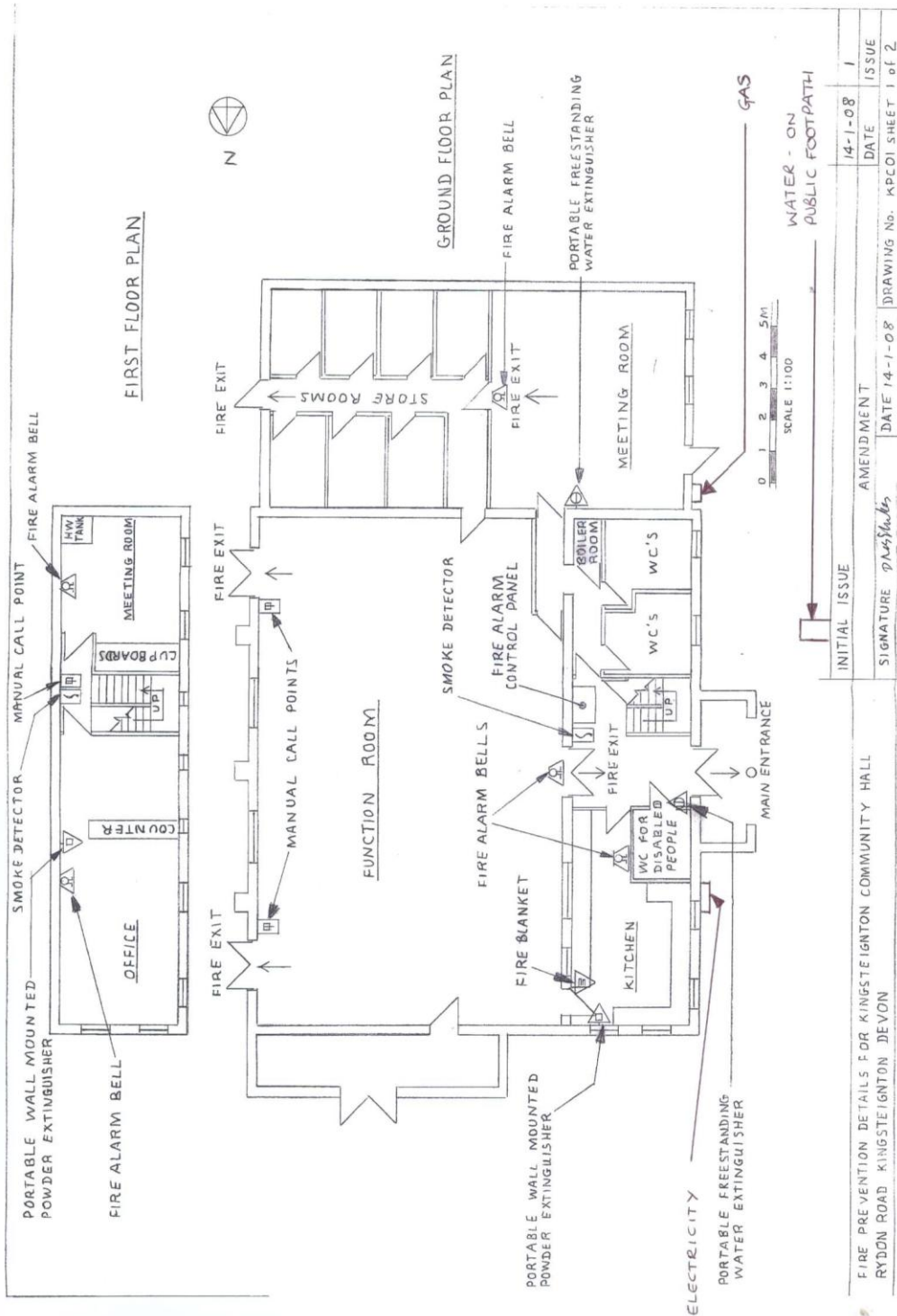
Fire fighting equipment in the form of portable extinguishers are located in strategic positions near final exit points and they will be examined and tested at least once a year by a competent service engineer.

#### **13. SECURING THE PREMISES.**

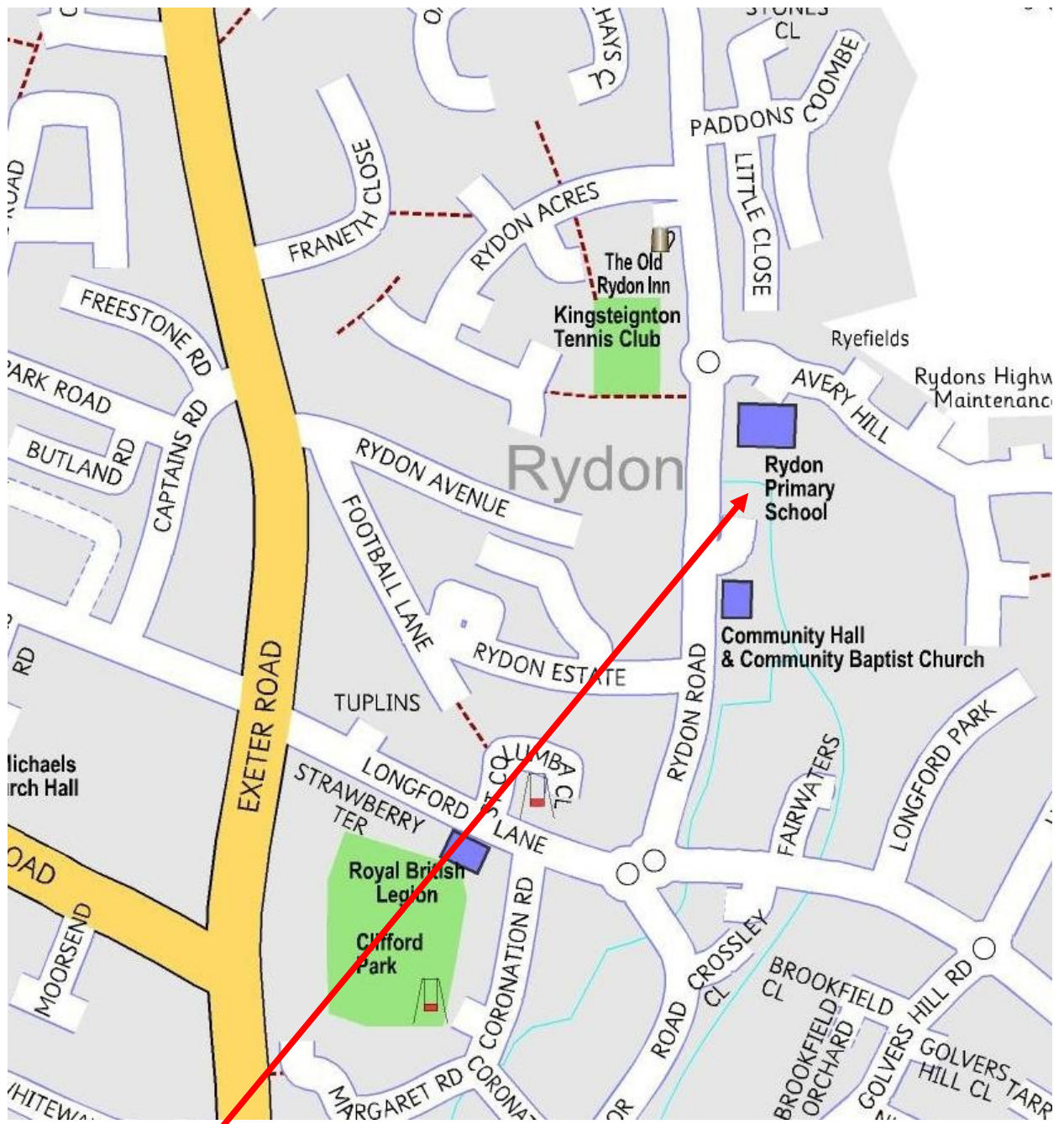
At the end of the day or completion of a period that the hall has been let the Responsible Person must ensure that all doors and windows are secured and that all electrical appliances are unplugged from the walls.

A full check of the remaining areas of the hall is to be conducted to ensure that there are no persons or problems.

This document will be brought to the attention of staff, temporary workers and hall users of the premises.



FIRE PREVENTION DETAILS FOR KINGSTEIGNTON COMMUNITY HALL  
 RYDON ROAD KINGSTEIGNTON DEVON



**In case of emergency meet here, at the far end of the Car Park, near pathway leading onto Rydon Road**