



SANDOWN TOWN COUNCIL

Fire Safety and Evacuation Policy

For: The Broadway Centre

Location: Broadway, Sandown, PO36 9GG

Date: 1 December 2025

1. Purpose

This plan sets out the fire safety measures and evacuation procedures to protect all occupants of the building. It ensures compliance with the Regulatory Reform (Fire Safety) Order 2005 and relevant UK building regulations.

2. Fire Safety Responsibilities

- **Responsible Person:** Jennifer Armstrong – legally accountable for fire safety.
- **Fire Marshals:** Appointed staff trained to assist in evacuation and check designated areas.
- **All Staff:** Must be familiar with evacuation routes, alarm systems, and assembly points.

3. Fire Prevention Measures

- Conduct regular **fire risk assessments** and update annually.
- Maintain **clear escape routes** free of obstructions.
- Ensure **fire doors** are kept closed and not wedged open.
- Carry out **weekly alarm tests** and record results.
- Service **fire extinguishers annually** and emergency lighting every six months.
- Prohibit smoking inside the building; provide designated external areas.
- Safe storage of flammable materials in approved containers.

4. Fire Detection and Alarm Systems

- Smoke and heat detectors installed throughout the building.
- Fire alarm system tested weekly.
- Manual call points located at exits and key points.
- Alarm sound: Whooping Siren

5. Evacuation Procedures

1. **Raise the alarm** immediately if fire or smoke is detected.
2. **Call 999** and report the fire, giving building name and address.
3. **Evacuate calmly** via nearest safe exit. Do not use lifts.
4. **Fire Marshals** sweep designated areas to ensure all occupants leave.
5. **Assist vulnerable persons** (wheelchair users, elderly, children) using agreed Personal Emergency Evacuation Plans (PEEPs).
6. **Proceed to Assembly Point:** By the pedestrian entrance to the Car Park of the Broadway opposite the main entrance.
7. **Group organisers** should ensure they account for all members of their group.
8. **Do not leave the site** until it has been acknowledged you have left the building.
9. **Do not re-enter** until authorised by Fire and Rescue Service.

6. Fire-Fighting Equipment

- Fire extinguishers are located: Entrance Hall, Kitchen, Main Hall, Council Office and Rear Corridor
- Fire blankets in kitchens.
- Sprinkler system (if applicable).
- Only trained staff should attempt to use extinguishers, and only if safe to do so.

7. Training and Drills

- All staff receive **annual fire safety training**.
- **Fire drills** conducted at least twice per year.
- Records of training and drills kept in the Fire Safety Logbook.

8. Visitors and Public Guidance

- Fire action notices displayed prominently.
- Staff to guide visitors during evacuation.
- Public announcements via PA system (if available).

9. Review and Updates

- Plan reviewed annually or after any significant building changes.
- Updates communicated to all staff and stakeholders.