

# SALTASH TOWN COUNCIL EVACUATION PLAN

## SALTASH TOWN COUNCIL EVACUATION PLAN

<b>Emergency Evacuation Plan for :</b>	Guildhall
Premises address and contact number	Guildhall, Lower Fore Street, Saltash.PL12 6JX.Tel:01752 844846
Plan date	October 2013
Review date	November 2014

### Sound of the alarm

The sound of the alarm will be 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 call point or commencing manual warning (shout etc)

If fire is detected by automatic detectors, this will trigger the fire alarm

### Action staff should take on hearing the alarm

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

- Caretaker will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.
- Receptionist to pick up visitors signing in book/sheet from reception desk.
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating
- The lift is not to be used for evacuation.
- Caretaker to sweep building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- Caretaker to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point Alexandra Square Car Park and check all contractors and staff members are accounted for
- Caretaker to liaise with Fire Service upon their arrival

### Escape routes

The escape routes from the building are:

1. Main entrance
2. Ground floor main staircase.

- 3. Rear of Guildhall.
- 4. Rear of the Council Chamber.

**Fire assembly point**

The assembly point is: Alexandra Square 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, 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: Boiler Room
- Mains fuse box: Reception
- Mains water inlet: Kitchen
- Location of fire alarm panel: Reception

**Number of staff needed to carry out evacuation plan**

- To implement the evacuation plan, 1 member of trained staff are needed on duty.

**Equipment needed to effect the emergency plan**

Evacuation chair if needed.

**Variations to plan**

None

**Back up arrangements**

In the event of fire alarm failure building is small enough for a verbal warning to be given and evacuate the building.

In the event of no caretaker the senior member of staff on duty will effect any evacuation.

**Responsibilities**

For ensuring plan is up to date	Town Clerk
For ensuring adequate staff are on duty to carry out the evacuation plan	Town Clerk
For training staff on the evacuation plan and in their roles and responsibilities	Town Clerk and Staffing Committee.