

Emergency Evacuation Procedure

Burscough Town Council will comply with all other fire safety legislation and standards. This policy applies to all persons on Burscough Town Council property and in particular to staff, elected members and members of the public hiring community space within the building who have a duty placed upon them to actively monitor the implementation of this policy.

Burscough Town Council will ensure:

That there is adequate means of escape in case of fire for all persons on Burscough Town Council premises.

- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times.
- That the means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exits and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in working order.
- That appropriate instruction will be given to all persons regarding evacuation procedures.
- That appropriate fire training is given to designated staff who have an active role in the implementation of fire precautions.
- That all premises owned or occupied by Burscough Town Council are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That effective management procedures are in place to respond to and deal with the aftermath of a fire.

1. Objectives

The objectives of this policy are:

- To safeguard all persons on Burscough Town Council premises and minimise the risk from death or injury in the event of a fire or other emergency.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt normal council duties, damage buildings and equipment and harm the environment.

2. To Whom the Policy Applies

This policy applies to all elected members, Burscough Town Council staff, anyone working for or on behalf of Burscough Town Council and groups hiring community space within the building.

3. Visitors

Burscough Town Council expect that all visitor using the community space follow the following processors.

SIGNING IN: all visitors should report to the reception on arrival and sign the Visitor's Book. Details in the visitor's book will be used by the fire Marshall to conduct a roll call in the event of an evacuation.

The Town Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so and the person is trained in the use of the equipment. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Re-entry of the building is strictly prohibited until the fire and rescue officer, or a senior person present declares it is safe to do so.

If a Fire is discovered immediately sound the fire alarm. This can be done by breaking the glass on one of the control boxes which are operated by pushing the thumb against the glass in the marked area which are located: -

- 1) There are three boxes located one at the front door, one in room 1 and one in Burscough Town Council office by the fire exit
 - See the exit routes plan for further clarification by the front door which is the main evacuation point.
- 2) Gather at the Fire Assembly point which is located by the bicycle sheds on the right of the building as you leave by the front door.
- 3) Make sure everyone is accounted for and there is no one or persons trapped in the building by checking the signing in register located on the table by the front door.
- 4) Use the fire extinguishers if you feel able to do so and do not endanger yourself or any other persons.
- 5) Ring 999 and explain to the operator the emergency.
 - The building is monitored by an outside company who will inform the key holders if office staff are unavailable.
 - A key holder will attend the building and take overall control.

If the Fire Alarm Sounds, follow the following steps: -

- 1) Exit the building by the quickest available fire exit, located at the front door or back door.
 - See the exit routes plan for further clarification by the front door which is the main evacuation point.
- 2) Gather at the Fire Assembly point which is located by the bicycle sheds on the right of the building as you leave by the front door.
- 3) Make sure everyone is accounted for and there is no one or persons trapped in the building by checking the signing in register located on the table by the front door.

- 4) Ring 999 and explain to the operator the emergency.

Only return to the building once a professional or key holder has informed you that it is fit to do so.

4. Doors

When evacuating the building because of the fire alarm sounding, all doors should be closed in order to prevent the spread of smoke throughout the building, and also to minimise the amount of air available to the fire. Certain doors are fitted with self-closing devices. Under no circumstances should these doors be wedged or fastened in the open position for any reason whatsoever. They are designed to withstand the effects of fire and smoke to keep the exit routes clear for the time taken to evacuate the building. Doors should not be secured or locked in the closed position either – there may be someone left in the building after you have affected your escape, and locked doors will hamper the Fire and Rescue Service in dealing with the fire.

5. Exit points from the building

Whichever exit you use will be dictated by the position of the fire, and your own location when the alarm is sounded. Wherever you are, make your way quickly and quietly along the nearest signed exit route to meet at the assembly point.

6. Assembly Point

The assembly point for all staff, elected members and community groups is by the bicycle sheds to the right of the building.

7. Fire Prevention

Should you become aware of any fault or condition which, in your opinion, could present a risk of fire, inform the Executive Officer immediately.

8. General

The fire alarm system is tested weekly and will sound for at least five seconds. In such instances, the alarm signal should be ignored. Staff and visitors to the Council's buildings will be made aware of the time of the alarm tests. At any other time, or if the alarm continues at the normal test time, then prompt and complete evacuation of the building must take place.

9. Responsibilities

Employers Responsibilities

Employers, landlords or occupiers of workplace buildings have a general duty of care to provide a safe working environment.

They must:

- Identify a "responsible person" to take charge of fire arrangements.
- Make appropriate arrangements, based on fire risk assessment, for the planning, organisation, control, monitoring and review of preventive and protective measures necessary for the safety of employees in the event of a fire.
- Provide general fire precautions (including fire detection and fire alarms, if appropriate) to deal with any possible risk.
- In collaboration with staff representatives, develop a fire evacuation plan and ensure that staff are fully informed and trained in the arrangements.
- Ensure that the plan takes into consideration the evacuation of disabled people and others identified in the risk assessment as requiring assistance to evacuate.
- Ensure employees are provided with adequate safety training.
- Organise regular fire drills and emergency lighting testing.

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

To prevent fire and to minimise the likelihood of injury in the event of a fire Burscough Town Council will:

- Assess the risk from fire at our premises and implement appropriate control measures.

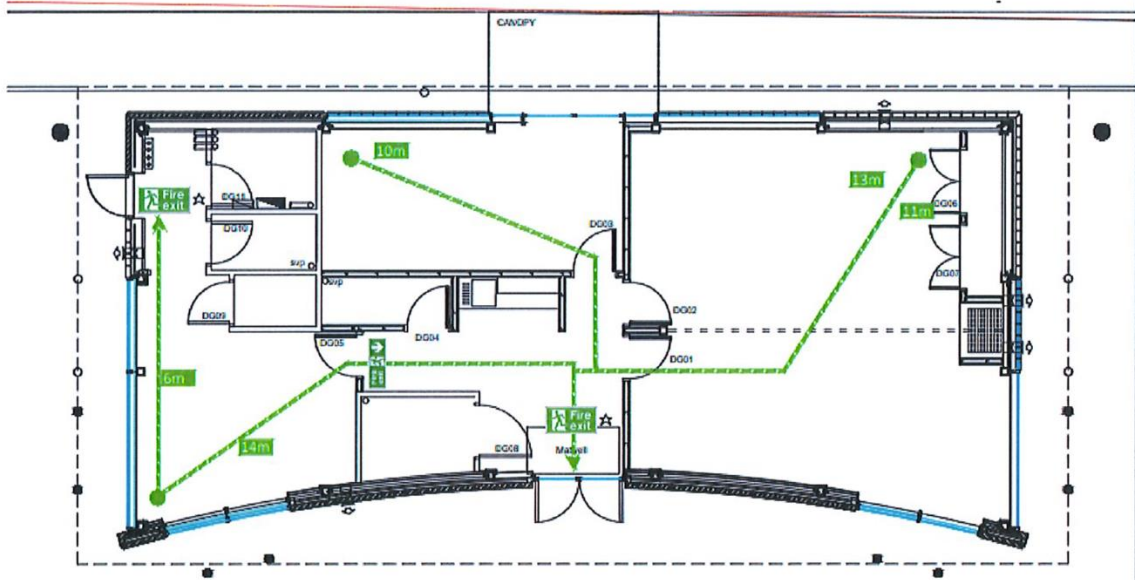
- Ensure good housekeeping standards are maintained to minimise the risk of fire
- Provide and maintain safe means of escape from the premises.
- Develop and maintain fire evacuation procedures for all buildings that they have responsibility for.
- Provide and maintain appropriate fire-fighting equipment.
- Regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment, emergency lighting and any fire warning systems
- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.
- Make arrangements for the safe evacuation of deaf or otherwise disabled persons.
- Make arrangements for ensuring all visitors are made aware of the fire evacuation procedures.
- Display fire action notices.
- Keep fire safety records.
- Ensure all electrical equipment is regularly PAT tested annually.

10. Review of the Policy

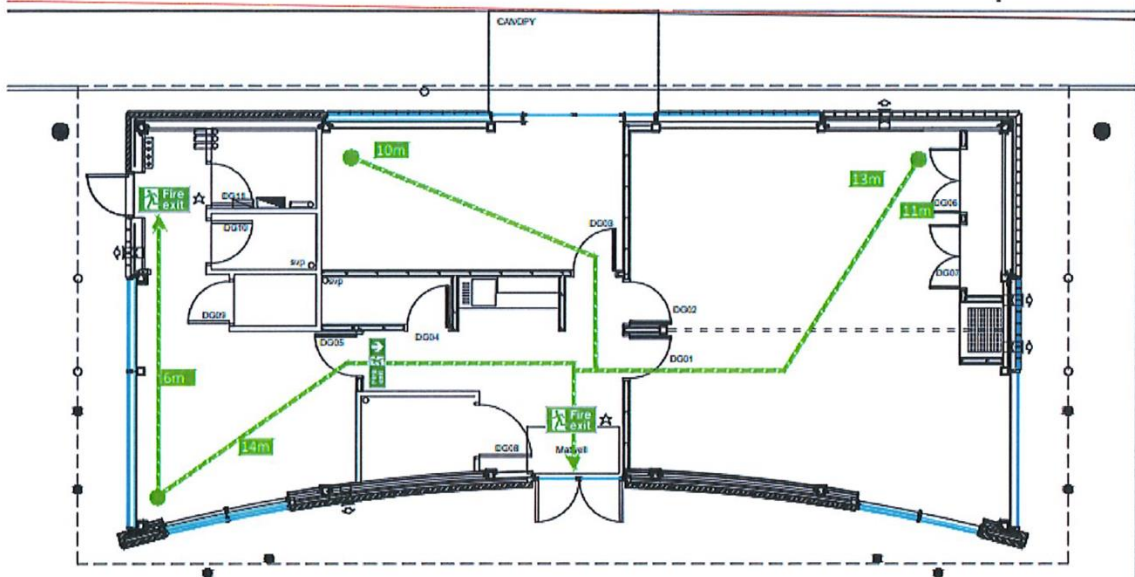
The policy will be reviewed by Burscough Town Council 12 months from the date of implementation.

The policy will also be reviewed to identify any areas requiring improvement following any incident.

11. Plan of the Building and Evacuation points



FIRE STRATEGY - GROUND FLOOR
SCALE 1:50



FIRE STRATEGY - GROUND FLOOR
SCALE 1:50