



UTTOXETER TOWN COUNCIL

Fire Evacuation Procedure

Current Fire Wardens:

All Town Council Employees

EMERGENCY ACTION

1. If you discover a fire

- Shout Fire!
- Activate nearest alarm by breaking glass.
- On hearing the alarm one of the Fire Warden's on site will contact the Fire Service.
- Vacate the building by nearest exit avoiding source of fire (where known).
- Do not stop to collect personal belongings.
- Go to the assembly point in the High Street outside Bargain World (former Wilkos store).
- Report directly to the nominated Fire Warden.
- Report location of fire as soon as possible to the Fire Warden. Do not impinge on your personal safety to do this.

2. If you hear the fire alarm

- Stop work immediately.
- Respond to the fire panel to ascertain where the fire is and decide who will sweep which zones and call the fire service.
- Do not delay to collect personal belongings.
- Vacate building by nearest exit.
- Ensure any visitors accompany you.
- Go to the assembly point in the High Street outside Bargain World (former Wilkos store).
- Identify yourself to the Fire Warden.
- Wait until you are instructed to return.

As well as the basic procedure outlined above, employees should remember the following points when a fire evacuation takes place

- Keep calm, do not panic, act decisively and quickly.
- Do not open doors to rooms where there may be a fire.
- If possible, turn off electrical appliances in your immediate vicinity, but do not let this delay you leaving the building.
- Do not rush or push, shout or talk loudly and above all else DO NOT PANIC.
- On leaving the building proceed to the assembly point in the High Street unless instructed to do otherwise by the Fire Warden. All employees must stay within the assembly area so that they can be accounted for by the Fire Warden.
- The fire alarm will continue to sound until the Fire Service has attended the incident.
- Under no circumstances should anyone re-enter the building until instructed to do so by the Fire Warden.
- Any visitors are the responsibility of the person they have come to see and they should be escorted at all times where possible.

3. Checks – All Staff

At the end of each working day, the last member of staff leaving the building should:

- Ensure all visitors are signed out.
- Switch off all electrical appliances if possible.
- Ensure all windows and doors are fully closed.
- Turn off all lights.

4. General – All Staff should:

- Ensure that all visitors are informed of their nearest fire exit and assembly point via a short housekeeping brief on arrival.

- Put away as many working papers as possible, leaving their work area reasonably clear
- Periodically familiarise yourself with the location of:
 - Fire Alarms
 - Fire extinguishers
 - Emergency exits
 - Assembly points
- Be aware of fire alarm drills, so be prepared to leave the building at a moment's notice.
- Be aware, the fire alarm will be tested on a regular basis.
- Ensure Emergency Exits are not obstructed.
- Not leave Fire Doors open or wedged.
- Maintain good housekeeping measures whilst at work and should always make the effort to eliminate potential fire and safety hazards.
- Report any defects or safety concerns to the Office Manager or, in her absence, the Town Clerk.
- Apply common sense

5. **Duties and Responsibilities of the Fire Wardens**

- **DO NOT PUT YOURSELF AT RISK**
- Take sole control.
- Communication between all staff is critical – ensure all know where the fire is, who sweeps which zone and to call out 'is there anyone in here?' on checking each area.
- Ensure one staff member calls the emergency services immediately.
- Make a rapid search of all zones.
- Ensure fire doors are closed.
- Leave by nearest exit taking with you the names of employees and visitors.
- Ensure roll call is taken.
- Ensure all visitors are accounted for.
- Do not permit staff to return to building until the emergency services declare it to be safe.
- Report any known casualties to the Emergency Services.
- Control vehicular access to the site by allocating a member of staff to ensure clear access to the site including clearance for emergency vehicles.

6. **Persons unable to move through illness, injury or accident**

- If during the search the Fire Warden discovers a person unable to move because of illness or accident, the Fire Warden should:

NOT attempt to move the person unless they are in immediate danger.

If danger threatens, move the person (with the aid of other staff).

Await assistance only if it is safe to do so.

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