

FIRE PLAN – OCKBROOK AND BORROWASH PARISH HALL

Emergency Plan

1 In the event of a Fire “the responsible person” (defined as a member of staff or Hall Hirer) shouts “Fire Fire Fire”

2. On discovering a fire, evacuate the building immediately. A quick attempt to extinguish the fire could be made if assessed that this was possible (see 7 below). The responsible person should call 999 once the building has been fully evacuated.

If possible the Parish Council Chairman should be called on 0792 9904349, but only after full evacuation of the building and all persons present have been accounted for.

3. The evacuation of the building should proceed in an orderly manner and assembly of those present should be on the opposite side of Church Street, from the entrance to the Post Office. Wardens (responsible persons as in 1), should make a sweep of the building as listed in 10 below.

4. The Fire Assembly Point is opposite the entrance to the Post Office on Church Street. The responsible person should check those persons so assemble against the list of people known to be in the building to assure all those present are accounted for.

5. The procedure for checking whether the premises have been evacuated is as in (3) and (10)

6. The escape routes are as indicated, The main entrance door, the door at the top of the stairs from the main hall and the fire escape door off the central lobby to the rear of the car park. These will remain illuminated at all times.

7. The arrangements for fire fighting. The Parish Council operates a ‘no fire fighting’ policy, i.e. in the event of a small and localised fire a person may, if in no personal danger, make one quick attempt to extinguish the fire but otherwise all persons must evacuate.

8. The duties of “the responsible person” in the event of a fire are shown as above.

9. Evacuation of persons with special needs. The Parish Hall is DDA Compliant and the responsible person should assist in evacuating persons with special needs.

10. The arrangements for roll call or the reporting of ‘sweeping’ of the premises by wardens. The responsible person must sweep the building and ensure that all persons are accounted for according to their list of persons present. Hall Hirers are responsible for having knowledge of all attendees within their charge.

11. The Fire Brigade should be called as above using a mobile phone. There is no land line on the premises that is for use in a Fire Emergency.

12. When the Fire Brigade arrives, the responsible person must liaise with the Fire Brigade direct.

13. The responsible person must be accountable for any persons being allowed back into the hall after the Fire has been extinguished. In the event of a major Fire, the responsibility should be left with The Parish Council.

The responsible person will have to use their own initiative on how to deal with unaccompanied children and inclement weather.

14 The position of Fire Extinguishers, Fire Blanket, Smoke Detectors and Carbon Monoxide Detectors is shown on a separate note on the Hall Notice Board which is inside the entrance hall .

Ockbrook and Borrowash Parish Council

May 2013