



Crowthorne Parish Council

FIRE SAFETY

EMERGENCY PLAN

Adopted by Council – September 2014

POLICY STATEMENT

It is the intention of Crowthorne Parish Council to ensure that any risk of fire arising from work or hire activities are eliminated or reduced to a minimum. However, the Parish Council acknowledges that despite these measures it cannot be assumed that fire will never occur. Although such an incident is unlikely if all risks are adequately controlled, the Parish Council has put together emergency procedures to ensure injury and damage is limited in the event of such an incident. The Council will endeavour to give information and training as often as is necessary to all employees and provide information other persons, such as contractors and visitors. Any concerns employees may have regarding the council's emergency procedures should be reported to the Clerk immediately.

FIRE PROCEDURES AND EMERGENCY PLAN

The premises have an electric fire alarm system with break glass call points strategically located on all escape routes with some automatic fire detection installed. There is emergency lighting and fire signage along all escape routes and fire-fighting equipment strategically located. In order to be prepared for an emergency event, the following procedures must be observed. It is essential that all employees take the appropriate actions outlined in the emergency plan should an incident occur.

ON DISCOVERING A FIRE

1. Should a fire occur, the fire detection system will activate and set off the fire alarm bell.
2. Should a member of staff discover a fire, they should raise the alarm by breaking the glass at the nearest call point.
3. On hearing the fire alarm bell, evacuate the building using the nearest safe fire exit closing all doors and if possible windows and as you leave, alerting as many people as possible. Make your way to the designated assembly point - do not delay collecting personal belongings.
4. The senior member of staff on site, will be responsible for calling the emergency services (999) giving their name and location. On exiting the building the senior member of staff **must** collect the grab bag located in the Parish Office. Should a fire occur at the Parish Hall the senior member of staff should collect the grab bag when the situation permits. See below staff cascade list.
5. Persons identified as being especially at risk, such as children or those with disabilities should be assisted to evacuate the building using the nearest safe fire exit. Hirers are advised of their responsibilities as part of the Hire Agreement Terms and Conditions.
6. **ONLY IF IT IS SAFE TO DO SO**, should an attempt be made to put out a fire using the appropriate firefighting extinguisher sited at key locations. Extinguisher identification is shown below.
7. The member of staff on site must report the incident as soon as is possible to a senior member of staff and/or the Chairman, Vice Chairman or an available Councillor and remain on site to liaise with the emergency services.
8. All staff are required to familiarise themselves with all escape routes as shown on Appendix 1.
9. Maintenance agreements are in place for all fire-detection and warning systems. Should these systems become out of order then the senior member of staff on site will request an urgent site visit. Hall hirers will be notified and if available alternative facilities provided.

10. Should detection and warning systems remain out of order, hirers and staff should stay vigilant. Regular checks of the facilities will be undertaken by a staff member. Should a fire be detected the person discovering it should shout clearly “FIRE, FIRE, FIRE” to make other users/staff aware and continue from point 3 above.

RECORD KEEPING

Satisfactory records will be readily available for inspection at any reasonable time by the relevant enforcing authorities.

Records include:-

- Fire Alarm testing and maintenance.
- Emergency lighting testing and maintenance.
- Firefighting equipment testing and maintenance.
- Regular checks of fire safety and escape routes.
- Regular training and evacuation drills.

TRAINING

All new employees will receive induction training including the basic fire procedures to be followed and an overview of the fire precautions in place.

Employees will be requested to undertake fire and appliance training every three years.

Intermittent training will be delivered by a responsible person as part of the fire evacuation drills covering the following areas:-

- Extinguishers – where located, types and how to use.
- General fire safety and precautions.
- Means of escape.
- Salient points from Fire Risk Assessment.
- Salient points from Emergency Plan.

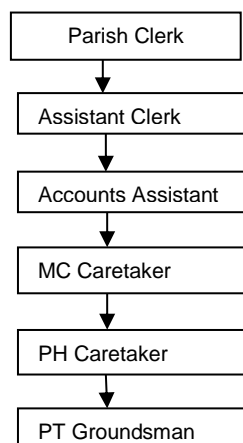
DISABILITIES

Employees: There are currently no known disabled employees. On being informed of a disability that will affect the fire procedures, all reasonable measures will be considered to provide appropriate means of warning and safe evacuation.

Parish Council Meetings/Events: In the event of a known disability of a Councillor, every effort will be made to ensure warning of a fire and assistance to the nearest fire exit.

OTHER

Below is a cascade list of staff, the actions as outlined in this procedure should be undertaken by the senior member of staff on duty should an incident occur. Councillor and staff contact details are displayed in the Parish Office and within each Fire Log Book. Please ensure you have available or are able to access this information should the need arise.



FIRE EXTINGUISHER IDENTIFICATION

Fire extinguishers meeting BS EN3 are manufactured with a red body and have a band of a second colour covering between 5-10% of the surface relating to the extinguisher's contents. Below are the types of extinguishers available at both the Morgan Centre and Parish Hall.

Water

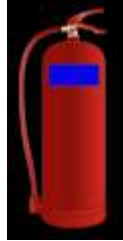


Class A Fires

Use on: Wood, paper, textiles and solid material fires

Don't use on: Liquid, flammable gases, electrical and cooking media fires.

Dry Powder



Class A, B, C & Electrical Fires

Use on: Wood, paper, textiles, liquid and electrical fires.

Don't use on: Cooking media and metal fires.

CO2 Carbon Dioxide

NB: DO NOT HOLD THE HORN WHEN OPERATING



Class B & C & Electrical Fires





Use on: Liquid and electrical fires.

Don't use on: Wood, paper, textiles, flammable gases and cooking media fires.

How to use Fire Blankets

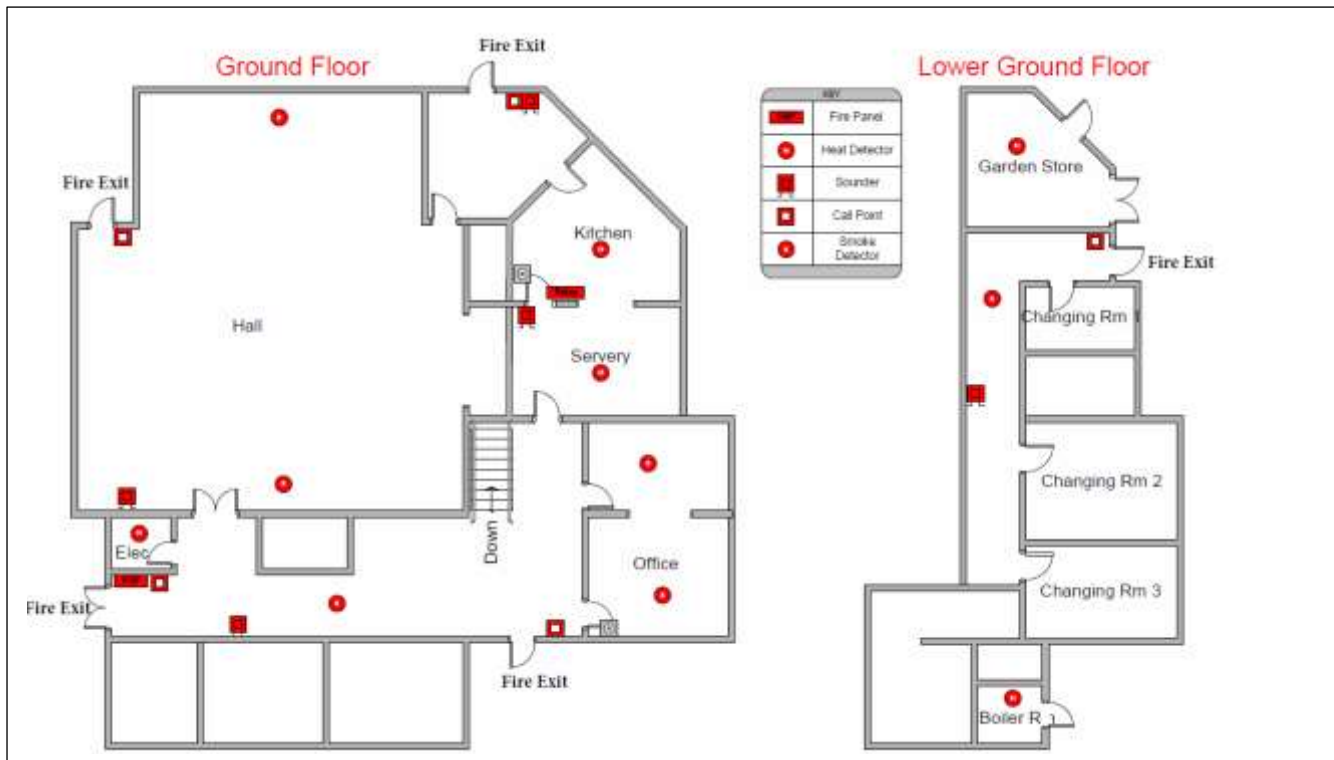
1. Turn off the heat source if it is safe to do so (Do not attempt to move the pan).
2. Pull the tapes to release the blanket from its container.
3. Hold the blanket in a shield position and if possible wrap the blanket around your hands for protection.
4. Place the blanket gently over the pan/container to smother the fire.
5. Leave the pan to cool completely – do not attempt to uncover until it is completely cool.

NB: Fire blankets can also be used on fires involving personal clothing, simply wrap the blanket tightly around the fire to smother.

Class Icon	Name of Class	Type of Fire / Fuel Involved
	Class A Fires	Freely Burning Materials i.e.: Wood, Paper, Straw, Textiles, Coal etc.
	Class B Fires	Flammable Liquids i.e.: Petrol, Diesel, Oils, Paraffin etc.
	Class C Fires	Flammable Gases i.e.: Methane, Propane, Hydrogen, Natural Gas etc.
	Electrical Fires	Electrical Appliances i.e.: Computers, Stereos, Fuse boxes etc.

Fire Exit Identification

Morgan Centre



Parish Hall

