

FIRE EVACUATION PROCEDURES IN THE EVENT OF FIRE AT:

Town Hall, High, Street East, Uppingham, LE15 9PY



1. **RAISE THE ALARM:** the person discovering the fire shouts 'Fire Fire Fire' and sets of the alarm at the nearest safe break glass.
2. **CALL THE FIRE BRIGADE:** Dial 999 and give clear directions.
3. **ATTACK THE FIRE:** Only if it is safe to do so & you have been trained with the appropriate fire- fighting equipment.

DO NOT TAKE RISKS

All employees, members of the public, contractors, & visitors must evacuate buildings immediately by the nearest safe exit route closing all doors behind you.

And to give assistance to evacuate disabled persons.

Do not stop or go back to collect belongings. **never re-enter a building.**

No one should put themselves at personal risk in the event of a fire.

Individual staff must switch off dangerous equipment they are working on - if it is safe to do
The Fire Marshal or Deputy Fire Marshal will verify that the building is clear as they leave.

All personnel will assemble in an orderly manner at the **FIRE ASSEMBLY POINT - LOCATED AT: The Front or Back of the Town Hall** and report to. **The Fire Marshal or Deputy Fire Marshal** will account for everyone, including employee's visitors & contractors.

The Fire Marshal will liaise with the Fire Brigade on their arrival giving:

Informing them of unaccounted personnel.

Fire Location.

Electrical/Gas status and location of hazardous materials (Flammables, other chemicals).

NEVER re-enter any building until either the Fire Brigade or the Emergency Co-ordinator have given the **ALL CLEAR.**

Outside of Normal Office Hours employees will contact the Fire Brigade and all employees and other personnel will go to the **FIRE ASSEMBLY POINT LOCATED AT: The Front or Back of the Town Hall** do not re-enter any building until authorised to do so by the Fire Brigade. The most senior person on site will liaise with the Fire Brigade and give the all clear to re-enter any building.

Following Each Evacuation:

Review the procedures to make sure they are working

1. If they have not worked, identify why not and update procedures and take actions as required.
2. Retrain staff and update regular facility users where necessary.
3. Update the procedures to make them more effective.

Record and file the comments and actions taken.

Town Clerk: Adam Lowe
10th September 2024

