



## Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
Telephone 01760 722922



# EH Policy F (012)

## Fire Emergency Evacuation Plan (FEEP)

### Cemetery, Brandon Road

#### Distribution list:

Staff	Richard Bishop	Claire Smith	Hannah Duggan	Kerry Furnass
	Graham West	Kevan Hill	Ruth Ostler	Sue Dent
	Gerald Jerome	Bradley Sharp		
Town Councillors		Cllr P Darby	Cllr S Matthews	Cllr S Lister
		Cllr W Bensley		Cllr L Scott
	Cllr R Bartram		Cllr C Houghton	Cllr J Skinner

#### Contents:

No.	Section
1	Fire evacuation strategy
2	Action on seeing a Fire
3	Calling the fire brigade
4	Business Continuity Plan
5	Identification of key escape routes
6	Fire wardens/marshals
7	Roles & Responsibilities
8	Escape Routes
9	Fire fighting equipment provided
10	Liaison with emergency services

#### Version Control

Number	Date Approved	Comments
01	June 2017	Original version
02	Mar 18	Updated version
03	May 2019	Updated version

# Swaffham Town Council Business Continuity Management Plan

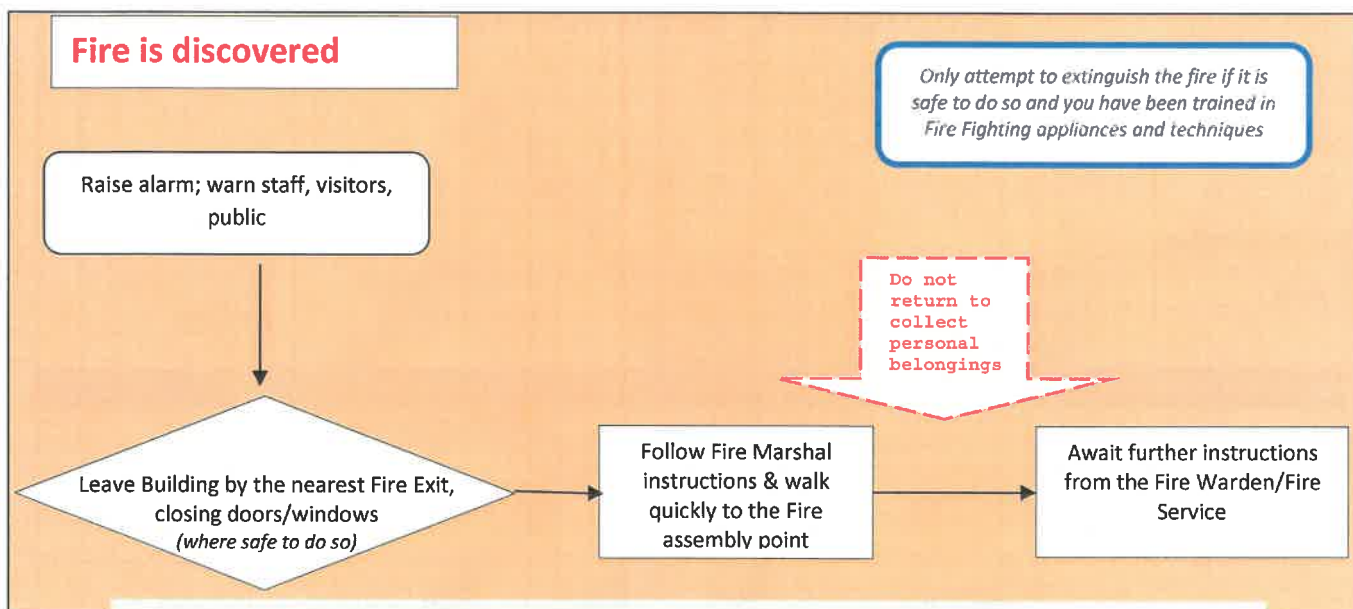
## 1. Fire evacuation strategy

To ensure all persons based at the Cemetery & outbuildings are aware of the Fire Action Procedure which impacts on the safety of staff and visitors, and they are trained, briefed and / or issued with this procedure as applicable

- **Simultaneous Evacuation**

The evacuation in case of fire will simply be by means of everyone reacting to the discovery of a fire, then making their way, by the means of escape, to a place of safety away from the premises.

## 2. Action on discovering a fire.



### Disabled Persons

Wheelchair users and persons with impaired mobility should familiarise themselves with evacuation routes from areas outside of their normal working environment. Staff need to be made aware of their presence, and assist in their evacuation.

## 3. Calling the fire brigade

- The Fire Service should be informed immediately; by the Town Clerk or appropriate Deputy at the time
- All other staff and regular users of the buildings need to be fully conversant with agreed procedures.

## 4. Business Continuity Plan

- Business Continuity Plan will be invoked for periods where access to the building is deemed to be longer than 48 hours/2 days; the decision will be taken by the Town Clerk & Mayor and/or deputies.

## 5. Identification of key escape routes

Schematic drawings & appropriate Emergency Escape signs are located in the following places

- Workshop
- Chapel
- Shed 1
- Shed 2

## 6. Fire Wardens/Marshals

Day to Day – managing the Cemetery, Chapel & outbuildings			
Chief Fire Warden	Richard Bishop	Town Clerk	01760726 500 / 07920 772480
Deputy Chief Fire Warden	Claire Smith	Deputy Town Clerk	01760 726 501 / 07940 577776
Fire Marshall / Health & Safety Officer - external	Graham West	Works Manager	07905 122 342

**7. Roles & Responsibilities**

**Chief Fire Warden / Deputy Chief Fire Warden**

- Responsible for maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire.
- Ensure that all staff, councillors & public (where appropriate) based at Town Hall are formally briefed on this Fire Action Procedure.
- Ensuring that notices are correctly sited; the fire emergency evacuation plan is properly distributed and understood by all
- Co-ordinate twice yearly fire evacuation exercise
- Review post event evaluation, ensure compliance with Health & Safety audit
- Ensure training is made available for all relevant parties
- Undertake any / all necessary training to fulfil role - in house or by an external fire training organisation.
  - Be competent in the use of fire extinguishers and be capable of extinguishing small fires.
  - Have some knowledge of fire prevention and be able to identify possible fire hazards to prevent fire from occurring.
  - In depth knowledge of the FEPP and their role in implementing it.

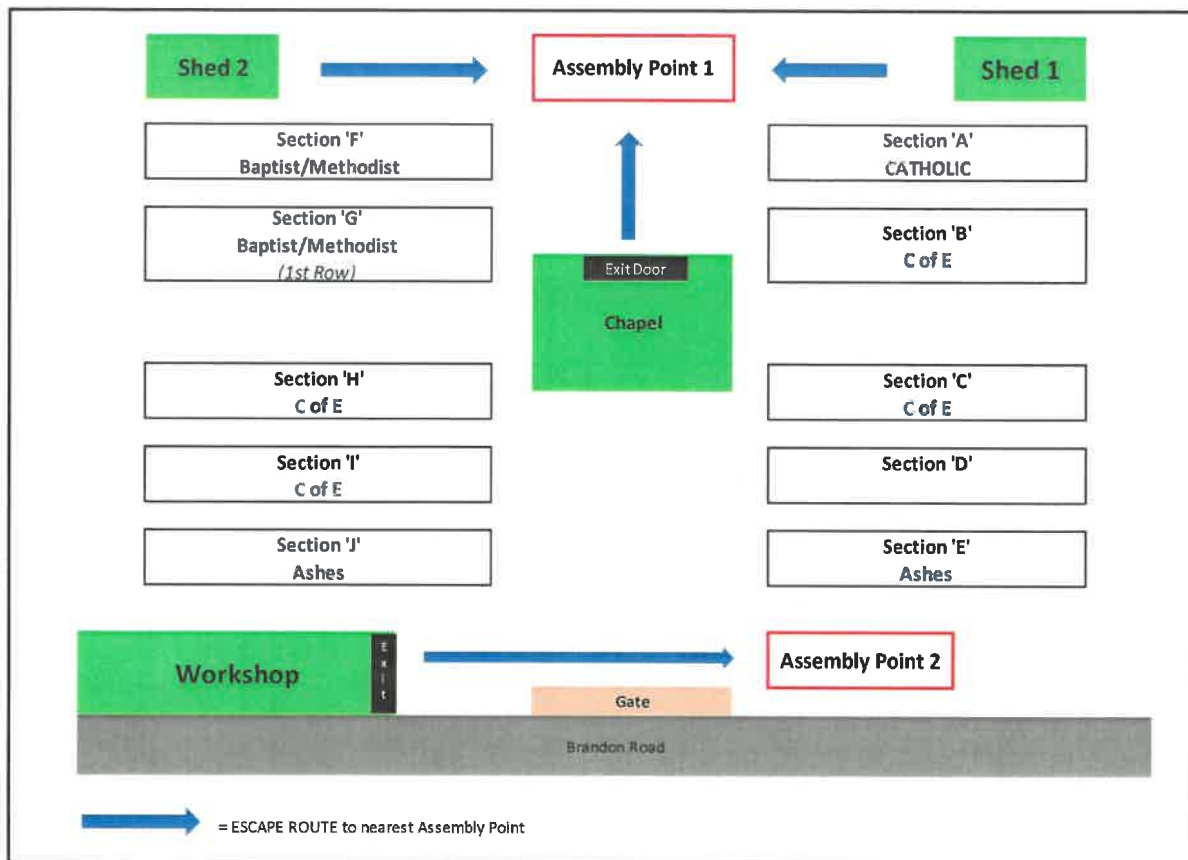
**Health & Safety Officer**

- Maintain accurate records of Fire assessments, checks, exercises, training
- Ensuring that notices are correctly sited, the fire emergency evacuation plan is properly distributed and understood by all
- Organise twice yearly fire evacuation exercise
- Undertake post event evaluation to identify successes and problems encountered for feedback to Health & Safety quarterly review/ compliance with Health & Safety audit
- Undertake any / all necessary training to fulfil role - in house or by an external fire training organisation.
  - Be competent in the use of fire extinguishers and be capable of extinguishing small fires.
  - Have some knowledge of fire prevention and be able to identify possible fire hazards to prevent fire from occurring.
  - In depth knowledge of the FEPP and their role in implementing it.
- Fire Fighting Equipment should be tested at weekly intervals and records kept
- Fire equipment regularly serviced

**Fire Marshall**

- Maintain a good knowledge of
  - The Fire routine and evacuation drill procedure
  - Location of all escape routes.
  - How to assist employees and members of the public to nearest exits.

## 8. Escape Routes



## 9. Fire Equipment provided

Location	No	Type	Type	Recharge date	Comments
Chapel	18	Fire Extinguisher	Water	2022	6 ltr water extinguisher added 9/6/17
Shed 1	19	Fire Extinguisher	Powder		for the fuel cabinet
	20	Fire Extinguisher	co2		
Workshop	21	Fire Extinguisher	Water		to be ordered
	22	Fire Extinguisher	Co2		

## 10. Liaison with emergency services

- The Town Clerk or designated Deputy will make contact with the required emergency services, meet the fire and rescue service when they arrive to provide them with any information they require.
- The Town Clerk and designated Deputy will have an intimate knowledge of the premises and be in contact with the person conducting the roll call at the assembly point.

### Disclaimer

This Fire Emergency Evacuation Plan (FEPP) is intended by Swaffham Town Council (STC) to be a guide only and STC does not intend the FEPP to be a definitive fire evacuation plan. There may be other formats or methods of fire evacuation plans which are more suitable for particular businesses or organisations than this FEPP. Whilst STC has made every effort to ensure that the material contained in the FEPP is accurate, the FEPP is only available for public viewing and use on the basis that STC disclaim all liability to the fullest extent permitted by English Law for any loss or damage arising out of the use of the FEPP or for any reliance by users of the FEPP upon its contents.