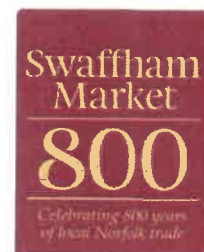




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

Telephone 01760 722922



EH POLICY F (011)

FIRE EMERGENCY EVACUATION PLAN (FEPP)

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
Museum	S Gattuso	S Gregory		
Room 3	M&A Partners			

Contents:

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Version Control

Number	Date Approved	Comments
01	Nov 2015	Original version
02		Amended call out assessment checks & contact details
03	April 2017	Updated version
04	March 2018	Update version
05	May 2019	Update version

1. Fire evacuation strategy

To ensure all persons based at the Town Hall – council offices 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

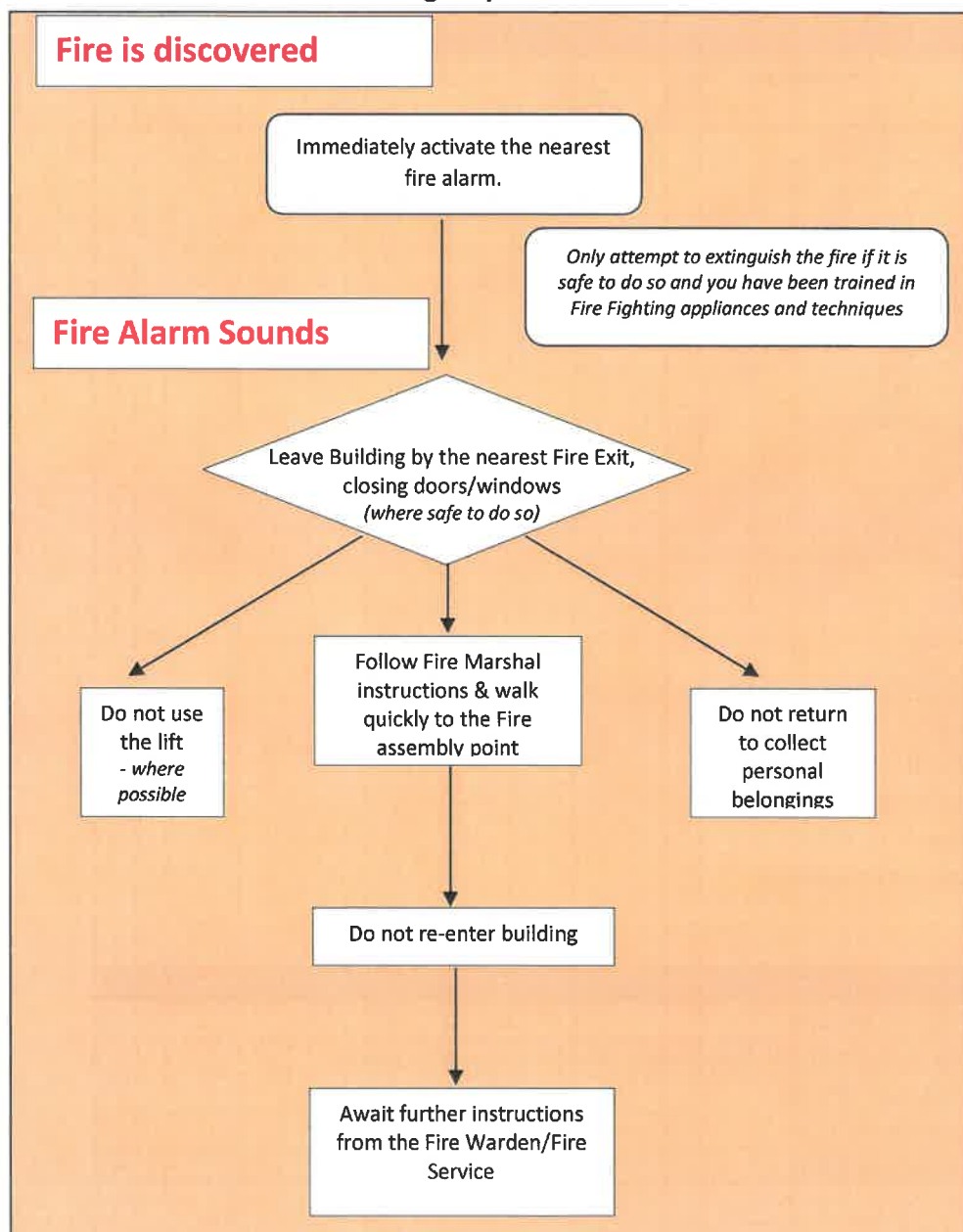
The evacuation in case of fire will simply be by means of everyone reacting to the warning signal given when a fire is discovered, then making their way, by the means of escape, to a place of safety away from the premises. This is known as a simultaneous evacuation and will normally be initiated by the sounding of the general alarm over the fire warning system.

• Consideration of alternative methods of evacuation

- **Vertical Phased Evacuation** – n/a as there are only 2 floors on the Town Council side.
- **Staff Alarm Evacuation (Silent Alarm)** – n/a as no. of public is minimal so threat or high risk is minimal
- **Defend in Place** – n/a as not highlighted a necessity by Fire Risk Assessment

2. Action on discovering a fire and hearing the Fire Alarm

Flowchart for Emergency Evacuation



Disabled Persons

General

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.

Means of Escape

Provision of escape from the upper floors presents considerable problems and it is not possible to state a preferred method, as much will depend on the location of the fire, number of disabled persons and nature of their disabilities. The following measures should be considered during the evacuation:

1. Assist in escorting persons with disabilities, or in a wheelchair etc, to the nearest stairwell. It is suggested that at least two members of staff should stay with the person until help arrives.
2. In extreme circumstances members of staff may be asked to carry the disabled person down the stairs; however, this type of emergency evacuation presents manual handling problems and should only be considered in an extreme emergency

Swaffham Town Council Business Continuity Management Plan

3. Calling the fire brigade

- The Fire Service should also be informed immediately, either by the Town Clerk or appropriate Deputy at the time
- All other staff, Councillors, Museum and other resident regular users of the building needs to be fully conversant with agreed procedures.

4. Business Continuity Plan

- Business Continuity Plan will be invoked for periods where access to the building/computer system is deemed to be longer than 48 hours/2 days.
- The decision to invoke the Business Continuity Plan will be taken by the Town Clerk & Mayor and or their respective deputies.
- See Appendix 1 for the Town Hall Business Contingency Plan.

5. Identification of key escape routes

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

- Main Office
- Each office – Room 1 & Room 3
- Main entrance/exit
- By Museum Entrance/exit
- Before entry to Chambers
- In the Chambers

6. Fire Wardens/Marshals

Day to Day – managing the main office, rooms 1 & 3 & the Chambers		
Chief Fire Warden	Richard Bishop	Town Clerk
Deputy Chief Fire Warden	Claire Smith	Deputy Town Clerk
Fire Marshall / Health & Safety Officer – internal	Hannah Duggan	Office Administrator
Fire Marshall	Kerry Furnass	Receptionist/Clerical Asst
Fire Marshall / Health & Safety Officer - external	Graham West	Work Manager
Evening – held in Chambers. Attendee as appropriate to mtg		
Chief Fire Warden	Richard Bishop	Town Clerk
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Fire Marshall	Brenda Bowler	Councillor
Fire Marshall	Colin Houghton	Councillor
Fire Marshall	Jan Buckley-Stevens	Councillor
Fire Marshall	Jill Skinner	Councillor
Fire Marshall	Les Scott	Councillor
Fire Marshall	Paul Darby	Councillor
Fire Marshall	Robert Bartram	Councillor
Fire Marshall	Sheila Lister	Councillor
Fire Marshall	Shirley Matthews	Councillor
Fire Marshall	Steve Allen	Councillor
Fire Marshall	Terry Jennison	Councillor
Fire Marshall	Wendy Bensley	Councillor

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 under stood by all
- Co-ordinate twice yearly fire evacuation exercise & call out 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 FEED 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 under stood by all
- Organise twice yearly fire evacuation exercise & call out 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 FEED and their role in implementing it.
- Fire Alarms and 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 fire alarm points, primary and secondary escape routes.
 - The close down procedure
 - How to assist employees and members of the public to nearest exits.

Front Reception/Room Occupants - Breckland/M&A Partners/Chambers

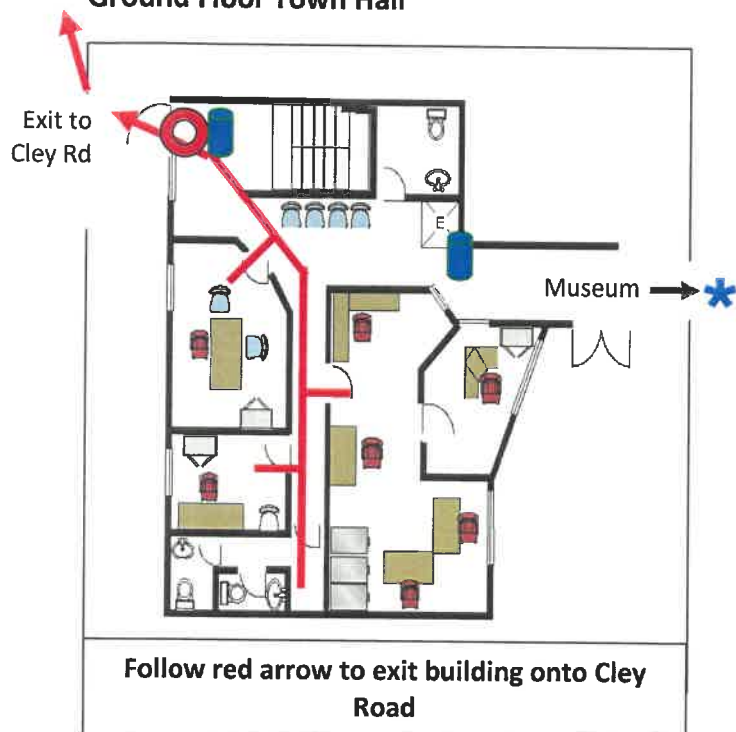
- Inform all visitors and contractors of the designated assembly point that they are to report to in the event of a fire evacuation.
- Request that all visitors and contractors familiarise themselves with the Health and Safety Information Notice located in reception.
- Evacuate the building by the nearest safe exit as directed by the Fire Marshals.
- Report to the nominated assembly point and remain there
- Do not return to the building until informed that it is safe to do so.
- Do not block the roadways in case fire appliance needs access.

- Escape route
- Key boxes
- Fire Extinguishers

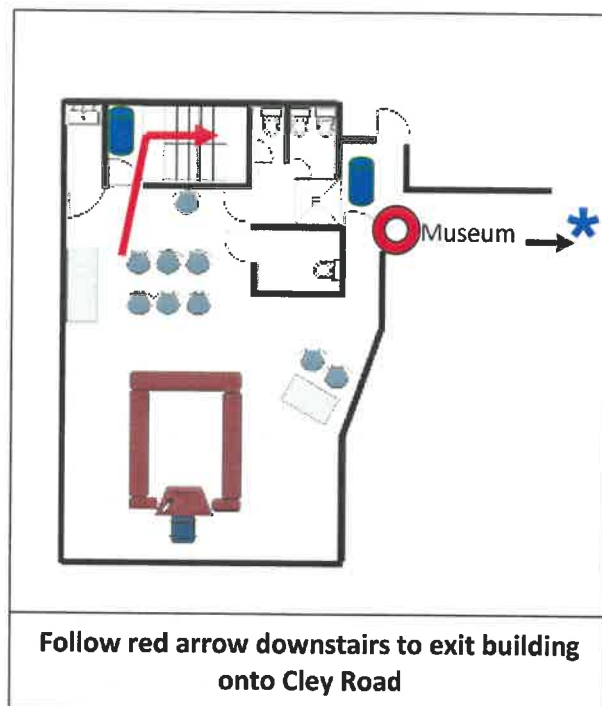
8. Escape Routes

Route 1 – exit to Cley Road & Oasis Centre Assembly Point

Ground Floor Town Hall

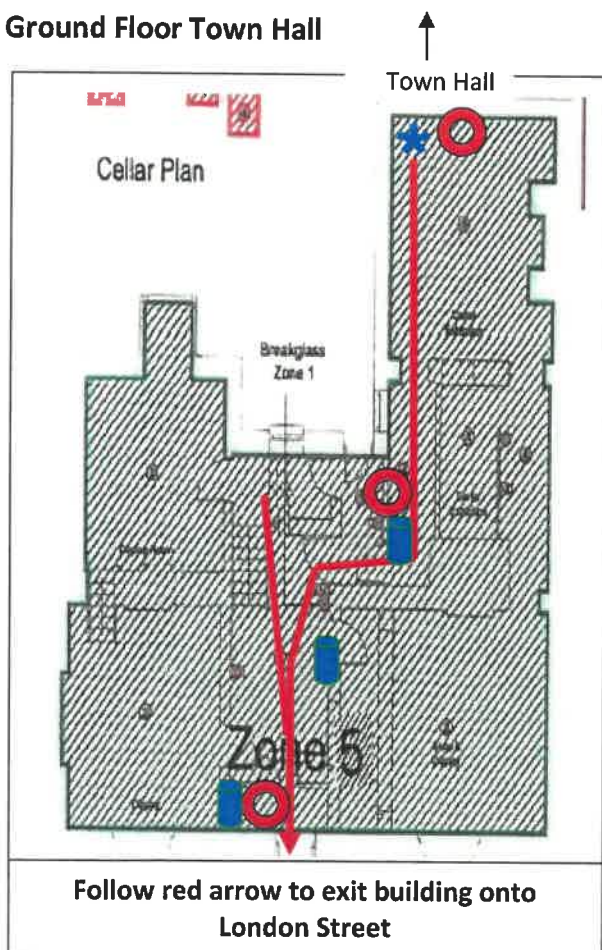


1st Floor Town Hall - Chamber

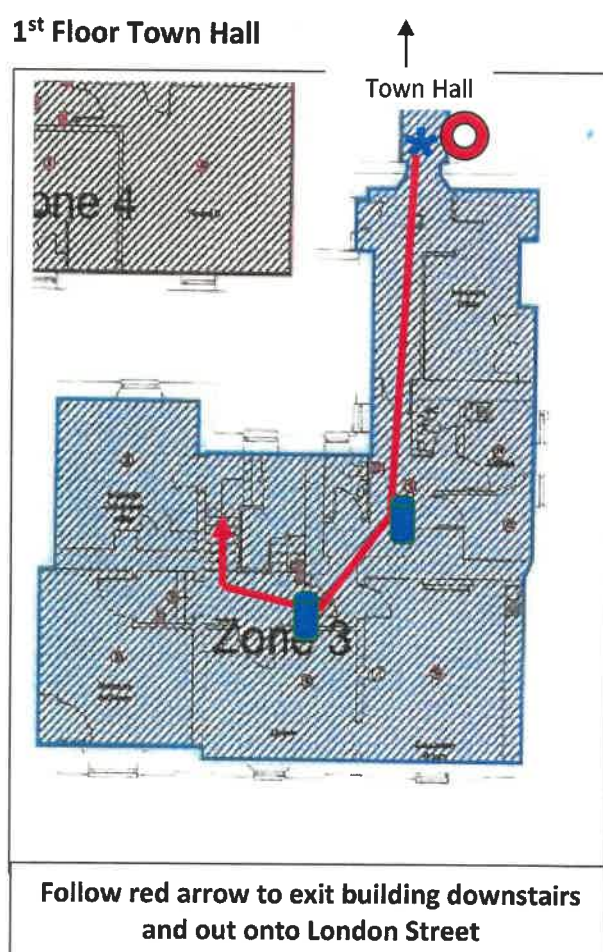


Route 2 – via Museum, exit onto London Street & Methodist Church Assembly Point

Ground Floor Town Hall



1st Floor Town Hall



Swaffham Town Council Business Continuity Management Plan

9. Places of assembly and roll call

Primary Assembly Point - Oasis Centre, Cley Road



Town Hall, Cley Road exit



- Assemble at the pre-determined assembly point.
- Primary Site unless otherwise advised
- Stay together
- Do not interfere with Emergency services
- Await a Roll Call from Town Clerk
- Further instructions

The Chief Fire Warden - Town Clerk will determine use of Secondary site – possible inclement weather, risk factors dictate etc



Secondary Assembly Point – Methodist Church, London Road



10. Training required

Fire Evacuation Drill – twice a year

- Effective fire routine is dependant on regular instruction, training, practice, etc.
- Regular Evacuation Drills should be carried out using varying escape routes (primary & secondary assembly points) to ensure a familiarity that will give confidence in the event of an actual fire.

Call Out – twice a year

- Ensure ALL staff, contractors & councillors are notified at the earliest opportunity of any accident/emergency/disaster – flooding, fire,
- The Town Clerk will start the call tree, provide an example password and log the time
- The last member will call the Town Clerk to confirm completion.
- See Section 14 Call Tree

In the event of a real fire or emergency the Town Clerk or designated deputy will determine need to invoke Business Continuity Plan

PROCESS for a Fire Evacuation drill

1. Town Clerk determines suitable day/time – this should vary each time to ensure different scenarios are tried and tested – morning, afternoon, evening
2. At the appointed time the Town Clerk or designated deputy will activate the alarm system
3. Town Clerk or designated deputy will initiate the Fire Evacuation procedure
4. ALL Staff/Contractors/Public should exit the building using the nearest Fire escape route and gather at the designated point – Oasis Centre, Cley Road.
5. Town Clerk or designated deputy will undertake a sweep of the building, ensuring it is empty
6. Town Clerk or designated deputy will undertake a roll call of all staff
7. Town Clerk or designated deputy will determine and advise time to return to building

PROCESS for a Call out drill

1. Town Clerk will determine a suitable time for the Call Out procedure.
2. At the designated time the Town Clerk will call the staff, rental occupants & councillors in turn and advise

Suggested conversation:

- a. **Staff** - "This is a call to advise that due to an unforeseen emergency/disaster (*change as appropriate*) the Town Hall cannot be used for normal office duties. You are asked to stay at home/work from home and await further instructions."
- b. **Contractors** - "This is a call to advise that due to an unforeseen emergency/disaster (*change as appropriate*) the Town Hall is not fit for use at the present time. You are asked to make alternative arrangements and we will keep you up to date of any developments."
2. **Councillors** - "This is a call to advise that due to an unforeseen emergency/disaster (*change as appropriate*) the Town Hall is not fit for use at the present time. Staff have been advised and will be waiting at home/working at home whilst awaiting further instructions."
3. Town Clerk will record time of call made & ability to reach all respective contacts

Fire fighting equipment

- Town Clerk, Deputy & Health & Safety Officers are required to undertake additional training to :
 - 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.
 - Regular weekly checks are undertaken to ensure the alarms & fire equipment are working correctly and records maintained
 - Only a trained competent person should, where possible, attack fire with appropriate equipment however fire fighting is always secondary to life safety.

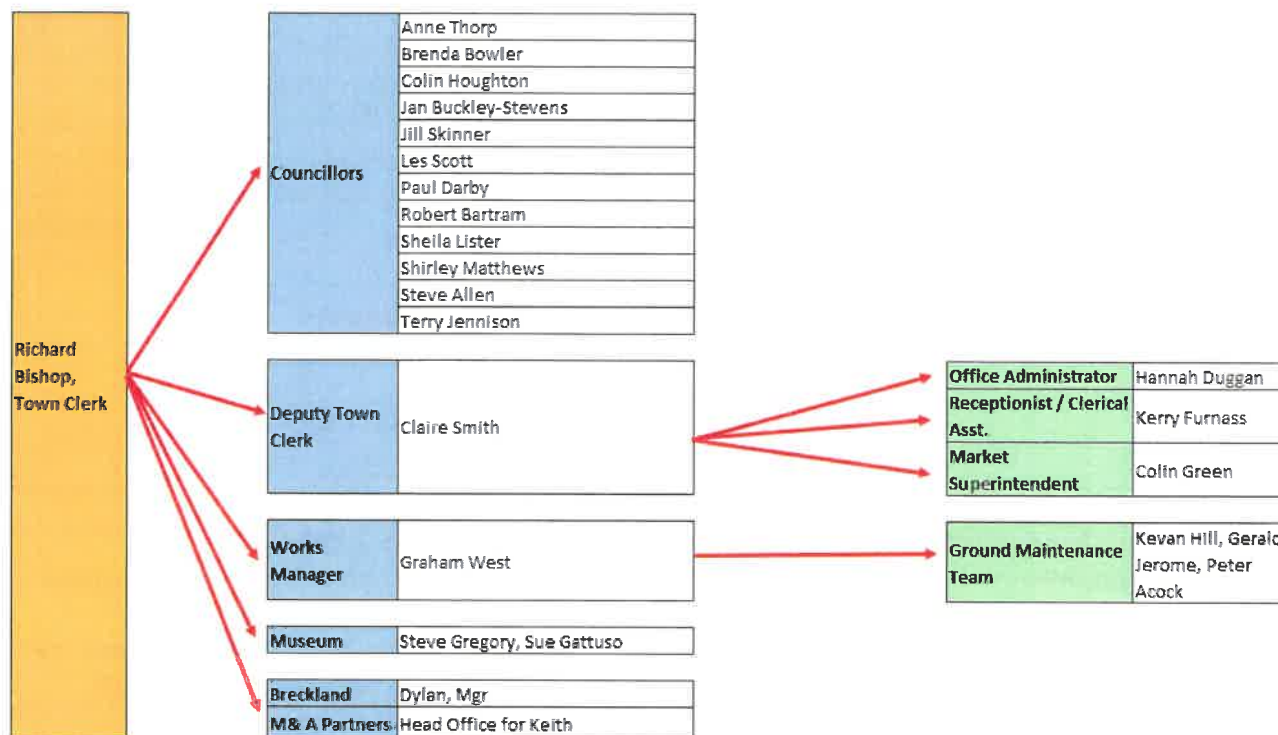
DO NOT PUT ANY PERSONS AT RISK.

Swaffham Town Council Business Continuity Management Plan

Call tree












Call trees are necessary to reach key personnel out of hours to notify them of a problem.

A call tree works where each layer of contacts are tasked with contacting the next layer until everyone has been notified.



11. Fire fighting equipment provided

This chart illustrates the type of fire extinguisher medium suitable for specific risks and classification of fires.

					
	Class A Paper & Wood	Class B Flammable Liquids	Class C Flammable Gas	Class D Metal Fires	Electrical Fire
	✓	✗			✗
	✓	✗			✗
	✓	✓			✗
	✓	✓	✓	✓	✓
		✓			
					
			General Note - May be used in conjunction with other extinguishing agents / or fire extinguishing techniques.		
			SPECIALIST HOT COOKING OIL FIRES ONLY (Mineral Oils) Specifically for dealing with high temperature (380°C+) cooking oils used in large industrial size catering kitchens, restaurants and takeaway establishments with deep fat frying facilities.		

Fire Equipment Overview

Location	No	Type
Town Hall	Bottom of stairs	1 Foam
	Top of Stairs	2 Water
	Top of Lift	3 co2
	Bottom of lift	4 Foam
	Chambers Kitchen	5 Water
	Main Office	6 Fire Blanket
Museum	Front Door	7 co2
		8 Foam
	2nd floor landing	9 Water
		10 Foam
	1st floor landing	11 Water
	Carter Room corridor	12 Co2
	Shop	13 Water
		14 Water
Pubic Toilets	Ladies	15 co2
	Gents	16 Fire Blanket
	Disabled	17 Water
Shed 1		18 Water
		19 Powder
Workshop		20 co2
		21 Water
		22 co2

12. Personal Emergency Evacuation Plan (PEEP)

- The Town Hall has disabled access entry and a Stannah lift leading up to the 1st Floor – with room for wheelchair access.

Swaffham Town Council Business Continuity Management Plan

- In the event of a fire the lift is programmed to operate once – going down before locking.
- 2015 Risk assessment – the need for a specially designed people carrier chair was raised with the Fire Assessor – North West Safety. The risk was deemed minimal and the recommendation was given that this was not a necessity.

13. 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.

14. Fire Alarm & Intruder Alarm Call Out Procedures

<u>Intruder Alarm</u> APG Systems – will receive an Intruder Alarm notification. Dependent on the building – Museum, Town Hall offices – they will check the contact list and make the call. In the event of the first contact not being available they will proceed to the next in line	<u>Fire Alarm</u> Automatic Dial – will issue a Fire Alarm notification. Auto Dial - will keep calling each contact in line in turn someone picks up and acknowledges call 1. Steve Gregory - 07795 488 757 2. Peter Wilgoss - 07944 535 237 3. Graham West - 07905 122 342 Reserves –for holiday/absence cover <ul style="list-style-type: none">• Kevan Hill - 07884 047 613• Robert Powley – 07719 405 829
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Roles & Responsibilities

Intruder Alarm

Upon arrival at the building – check for any outward signs of an intruder – broken glass, open door, unusual noise.

If so

- 1. DO NOT ENTER**
- 2. Immediately call 999**
- 3. Move a safe distance away and await the emergency services**

If there are no signs of an intruder and only if safe to do so:

- 4. Enter building**
- 5. Cancel the intruder alarm – using your tag**
- 6. Undertake a quick sweep of the offices**
- 7. Identify any signs of a previous intruder – broken glass, missing items.**
 - If so – Immediately call 999, move a safe distance away and await the emergency services.
 - Try not to disturb or touch any surfaces
- 8. If all ok, return to front door, Tag alarm & leave**

Fire Alarm

Upon arrival at the building – check for any outward signs of a Fire – smoke coming from windows/doors, flames, heat, smell.

If so

- 1. DO NOT ENTER**
- 2. Immediately call 999**
- 3. Move a safe distance away and await the emergency services**

If there are no signs of fire and only if safe to do so:

- 1. Enter building**
- 2. Cancel the intruder alarm – using your tag**
- 3. Check Fire Panel – identify zone where fire or fault is located**
- 4. Enter code to silence alarm & mute buzzer – 3 1 1 2 1 5**
- 5. Undertake a quick sweep of the offices**
- 6. Identify any signs of a fire – smoke, flames, smell.**
 - If so – Immediately call 999, move a safe distance away and await the emergency services.
- 7. If all ok, return to front door, Tag alarm & leave**

After all incidents – an incident report should be completed - this will help the emergency services and also identify any trends or problems with the building or equipment.

Swaffham Town Council Business Continuity Management Plan

Call Out Contacts

APG Systems – 01953 888 769 hold the following key holder contact list for each building:

Town Hall Offices			Museum	
Town Clerk	Richard Bishop	1	Museum Chairman	Steve Gregory
Deputy Town Clerk	Claire Smith	2	Museum Manager	Sue Gattuso
Works Manager	Graham West	3		Peter Wilgoss
Ground Maintenance	Kevan Hill	4		James Dean
Office Administrator	Hannah Duggan	5	Councillor	Les Scott
Councillor	Les Scott	6		Jim Mullinger
Councillor	Paul Darby	7		
Councillor	Steve Allen	8		

Disclaimer

This Fire Emergency Evacuation Plan (FEEP) is intended by Swaffham Town Council (STC) to be a guide only and STC does not intend the FEEP 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 FEEP. Whilst STC has made every effort to ensure that the material contained in the FEEP is accurate, the FEEP 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 FEEP or for any reliance by users of the FEEP upon its contents.

Swaffham Town Council Business Continuity Management Plan

Appendix 1 – Contact details

Contingency Contact list	Name	Title	Out of Hours contact No	
Day to Day – managing the main office, rooms 1 & 3 & Chambers and Museum key staff				
Chief Fire Warden	Richard Bishop	Town Clerk	07920 772 480	01328 822 553
Deputy Chief Fire Warden	Claire Smith	Deputy Town Clerk	07940 577 776	01406 359 353
Fire Marshall / Health & Safety Officer - internal	Hannah Duggan	Office Administrator	07985 363 873	01760 723 444
Fire Marshall	Kerry Furnass	Receptionist/Clerical Asst	07966 002 772	01760 788 952
Fire Marshall / Health & Safety Officer - external	Graham West	Work Manager	07905 122 342	01760 788 567
Fire Marshall	Kevan Hill	Ground Maintenance	07884 047 613	
Fire Marshall	Gerald Jerome	Ground Maintenance		
Fire Marshall	Peter Alcock	Ground Maintenance		
Fire Marshall	Colin Green	Market Superintendent	01760 725 563	07770 573 830
Room 1 – Breckland Council	Dylan	Mgr, Dereham	01362 656 870	
Room 3 – M&A Partners	Keith	Tax Specialists	01603 227600	
Museum contacts - in order of contacting	Sue Gattuso	Museum Manager	01760 720 058	
	Steve Gregory	Museum Chairman	01760 755 596	07795 488 757
	Peter Wilgoss	Museum Volunteer	01760 755 743	07944 535 237
	James Dean	Museum Volunteer	01760 720 756	07899 968 178
	Les Scott	Museum Volunteer/Cllr	01760 720 465	07715 406 764
	Jim Mullinger	Museum Volunteer	01760 722 849	
Evening – held in Chambers - attendee as appropriate to mtg				
Chief Fire Warden	Richard Bishop	Town Clerk	07920 772 480	01328 822 553
Deputy Chief Fire Warden	Claire Smith	Deputy Town Clerk	07940 577 776	01406 359 353
Fire Marshall / Health & Safety Officer - internal	Hannah Duggan	Office Administrator	07985 363 873	01760 723 444
Fire Marshall	Kerry Furnass	Receptionist/Clerical Asst	07966 002 772	01760 788 952
Fire Marshall / Health & Safety Officer - external	Graham West	Works Manager	07905 122 342	01760 336 924
Fire Marshall	Anne Thorp	Councillor	07468 518 084	01760 722 611
Fire Marshall	Paul Darby	Councillor	07500 81 82 82	01760 622 725
Fire Marshall	Steve Allen	Councillor	07562 353 304	01760 721 260
Fire Marshall	Robert Bartram	Councillor	07939 528 101	01760 721 022
Fire Marshall	Wendy Bensley	Councillor	07990 876 835	01760 722 524
Fire Marshall	Jan Buckley-Stevens	Councillor	07771 544 909	01760 722 604
Fire Marshall	Brenda Bowler	Councillor	n/a	01760 788 519
Fire Marshall	Colin Houghton	Councillor	07767 262 108	01760 336 025
Fire Marshall	Terry Jennison	Councillor	07775 998 777	01760 720 608
Fire Marshall	Sheila Lister	Councillor	07709 926 837	01760 720 114
Fire Marshall	Shirley Matthews	Councillor	07867 398 754	01760 723 205
Fire Marshall	Les Scott	Councillor	07715 406 764	01760 720 465
Fire Marshall	Jill Skinner	Councillor	07775 635 308	01760 336 121
Emergency Services & Suppliers				
Police			999	
Fire Services			999	
Ambulance Services			999	
Electricity	T K Drakes		01760 721328	0844 858 0400
Gas	Heating Britannia	Robbie, Owner	01760 755 221	07920 423 788
Water	Anglian Water	report a leak	0800 771 881	
		Water supply; sewerage service queries and emergencies	03457 145 145	
Plumber	T K Drakes			
Netmatters			01603 70 40 20	
Insurance	Zurich - Policy - YYL-2720442603	customer services	08000 966 233	01793 511 227
Bank	Unity Trust	Sean Taylor Relationship Manager	01689 871720 0345 140 1000	07711 412876
Committee Contacts				
SCALGA	Graham Edwards	Chairman	07919 888 872	
Relief in Need	David Cannon	Chairman	01760 725478	

