



WILMINGTON PARISH COUNCIL

Fire Evacuation Policy

For the purposes of this Policy the 'Designated Person(s)' shall be the Facility Staff or, where premises are being used by a hirer and Facility Staff not present, the person designated by the hirer

Premises Address:

Oakfield Park Pavilion
The Spires
Wilmington
Kenya
DA1 2TD

Plan Date

17 July 2024

Review Date

April 2027

Sound of the Alarm

Fire alarm warning

Raising the Alarm

In the event of a fire, if the fire is discovered by the Designated Person(s) or a person connected with Wilmington Parish Council or a user of the Pavilion notifying the Designated Person(s) of a fire, the alarm should be activated

Action to be Taken on Hearing the Alarm

The following actions will be taken upon the fire alarm being raised –

- The Designated Person(s) will take charge and lead in the fire evacuation
- The Designated Person(s) will commence evacuation of the Pavilion ensuring this is done in a calm and orderly manner
- The Designated Person(s) will dial 999 and request attendance by the Fire Service. The Designated Person(s) should give their name, name and address of the building (as detailed above), a contact number and details of the fire. The Designated Person(s) will commence

evacuation of the Pavilion – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating

- If safe to do so, before exiting the Pavilion the Designated Person(s) should check that all areas are cleared and to ensure all doors are closed as they leave
- If safe to do so, the electric mains should be switched off before leaving the Pavilion

The Designated Person(s) to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service

Those evacuating the facilities should gather at the Assembly Point

The Designated Person(s) to liaise with the Fire Service upon their arrival

Escape Routes

The escape routes from the building shall be the nearest exit points

Fire Assembly Points

The Assembly Point for Oakfield Park Pavilion is the car park (next to the parking barrier)

Fighting Fires – Extinguisher Use

Fire extinguishers will only be used:

- by a person who has received training and feels confident in their use
- where it is deemed safe to do so i.e. when there is a clear means of escape, and the fire is small

Location of Key Safety Hazards or Other Fire Related Equipment

- Main fuse box
- Mains water inlet

Lone Working

On any occasion when the only person in Pavilion is a staff member, they should vacate the building immediately and then contact made with the Fire Service

Responsibilities

The Parish Clerk shall ensure that the Policy is kept up to date and carry out any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

The Parish Clerk shall organise annual fire extinguisher and fire alarm checks.

Kent Fires & Rescue Service Advice

Preparation is essential

In the event of an incident, staff in the control room that receive **999** calls will ask you some questions to find out why you need us, so below are some things you can gather and prepare if in the event of an emergency that you need us.

Ensure that you shut all doors and call 999

If you are a premises with a fire detection system connected to a central alarm station, do not solely rely on them to call the fire and rescue service. It is better to receive multiple calls from a number of people than depend on the central alarm station calling 999.

- Information you will need to provide –
 - a. What is the address of the incident?
 - b. What is the best access to the address (is there a different post code leading to a separate alternative entrance)?
 - c. What is the premises type (e.g. sheltered housing, residential care home, extra care housing) What is the incident type (i.e. what is on fire)?
 - d. Where is the fire within the premises (the room / flat number / specific location)? Are there access codes to enter the property?
- How many residents are within the premises?
- Has an evacuation procedure started – if so, how many people have been evacuated and how many remain within the premises?
- Are there bed bound patients / residents or those that need additional support to evacuate?
- Where are the residents located within the building that are potentially trapped?
- Are any of the residents' bed bound and unable to self-evacuate? Are staff on site doing this presently?

Helping us when we arrive

On our arrival, your help is key. Have your grab bag to hand and ensure that the detailed floor plans are easily accessible. This will help the crews form a plan of action. The officer in charge will want to be met by the person in charge of the premises at that time so they can ask further questions and help as efficiently as possible.

Preparing an emergency grab bag

What is a grab bag?

Grab bags, also known as grab-packs are a very useful tool for your business and Kent Fire and Rescue Service when there is an incident at your premises.

A grab bag should contain items that are essential to recovering or continuing your business which will aid with business continuity should you need to evacuate in the event of an emergency. You should ensure it contains vital information that will assist your business and Kent Fire and Rescue Service and will help inform you and us of procedures and processes during an emergency or evacuation of your premises.

Every business is unique, and your Grab Bag should be too. Your Grab Bag should be easily accessible, easy to carry and located on the route of escape and taken with you when you evacuate the premises.

What should a grab bag contain?

Assembling your grab bag is a simple task and something you will be able to assemble yourselves. Here is a general guide containing some of the items you could include in a grab bag so that you are prepared in the event of an emergency:

- an emergency checklist
- a clear plan (ideally laminated to protect against the elements) of the premises, including: fire escape routes, fire safety measures such as detection and lighting, service isolation points (gas, water, electricity). sprinkler stop valves, location of ventilation switches (if installed).
- your emergency evacuation procedure (inclusive of personal emergency evacuation plans and highlighting any mobility issues of users) space keys and access codes an emergency contacts list a notepad and pen in a waterproof casing hi-visibility vests that can be worn by the person in charge / fire marshals
- a small first aid kit (ensure the contents are kept in date) and medical gloves
- first aid 'energy food' such as glucose tablets
- torch and spare batteries
- glow sticks
- emergency blankets
- walkie talkies (these may be next to the kit as they will need to be charged)
- whistle
- drinking water
- USB / memory drives with critical business information to aid with continuity (remember to update regularly).

Remember, the above list is a general recommendation and is not exhaustive. Every business is different, and your grab bag contents should reflect your needs.

Preparing external strong boxes

What is a strong box?

Strong boxes, also known as an emergency document safe, can save vital seconds in the event of an emergency. Kent Fire and Rescue Service can utilise these strong boxes when arriving on your site to obtain critical information that will assist us when deciding on the course of action we will take.

The information stored within these boxes will vary from business to business, however, they could contain information to aid us with access into the premises, such as door codes, and provide vital details about the most vulnerable people that may be on site. The strong box may contain any tools that may be required to be used in the premises to access areas or shut off facilities such as keys or electronic fobs.

Fire crews can plan their strategies from the information that is contained in the emergency document safe and allows us to make faster decisions that could save lives and property. It is important to ensure

these boxes are accessible and recognisable at all times and are located on an external part of the building. You can also inform us of the location of the safe, so we are aware of its position upon arrival.

What should a strong box contain?

Creating the documentation that would be useful is something that you would be able to achieve yourself; simply see below for some of the possible items you could prepare and place within a strong box:

- Detailed premises plan (ideally laminated to protect against the elements) to include fire escape routes, fire safety measures such as detection and emergency lighting and location of fire extinguishers.
- Information on service isolation points (gas, water, electricity) sprinkler stop valves, the location of ventilation switches (if installed).
- Emergency evacuation procedure details (inclusive of personal emergency evacuation plans and highlighting any mobility issues of users)
- Space keys and access codes
- An emergency contacts list

Remember, the above list is a general recommendation and is not exhaustive. Every business is different and your strong box contents should reflect your needs.

Fire emergency evacuation plans

Every business, no matter its size, should have a comprehensive fire emergency evacuation plan. The plan should be a written document that covers the actions of staff members in the event of a fire and the arrangements for calling the fire and rescue service. The plan should highlight the following areas:

- How people will be warned in the event of a fire
- How the building will be evacuated
- Where the emergency escape routes lead to
- Assembly point/s and final place of safety
- Who is responsible for calling the emergency services
- The position and provision of firefighting equipment
- The added responsibilities of identified people in the event of a fire (i.e. fire marshals)
- Provisions for the evacuation of people especially at risk (contractors, visitors, those with disabilities)
- (if applicable) PEEPs (Personal Emergency Evacuation Procedure)
- Who is responsible for communicating with the fire and rescue service upon their arrival
- The location of isolation points (water, electrics, gas)
- Who would be responsible for any shut down procedures (such as machinery or appliances) and special arrangements (i.e. removal of cylinders)
- The training required to achieve the above points

Your plans should be simple to understand. Consider what the procedures are for those that discover a fire and for those that hear an alarm.

Remember, your plans should reflect your evacuation strategy.

Finally, if your building is large, complex or across multiple floors it is wise to have a floor plan which highlights your escape plan. It is advisable to have logos on the plan to show the fire exits, assembly point/s, firefighting equipment and fire alarm items such as the panel, call points and detectors. It is also key to highlight stairs, fire doors and if you are aware of the buildings structure, mark where the compartmentation walls are.