

## NORTH HYKEHAM TOWN COUNCIL

### FIRE SAFETY

#### EMERGENCY PLAN

1. On discovering a fire break the glass on the nearest alarm point and alert anyone in the near vicinity if possible.
2. If safe to do so, use fire appliances to tackle the fire. Ensure you use the right one:  
Carbon Dioxide extinguisher on electrical. **Do not hold the handle**  
Foam Extinguishers on anything.  
Water Extinguishers on most fires but not electrical. **Can be quite heavy.**  
Fire blankets on small fires. **Keep hands protected from flames.**
3. When an alarm is triggered, there is direct monitoring and the fire service will be dispatched immediately.
4. If you hear the fire alarm and see the flashing red lights, you must evacuate the building immediately by the nearest fire exit which is clearly marked. Do not stop to collect personal belongings.  
The fire exits are – the front door (will stay open in event of a fire)  
The rear staff door in the kitchen  
The door at the end of the corridor onto the field  
The rear door from the Council Chamber.  
  
If you are in the kitchen or the office and it is safe to do so, **please pick up the 'Personnel and Visitors Record' for use by the fire brigade.**
5. If members of the public are in the planning room, office staff should try and direct them to the safest fire exit, but at no risk to themselves.
6. All visitors using the Council Chamber must receive direction on the escape routes and the assembly point, if they hear the fire alarm.
7. The **assembly point for everyone is on the grassed area by the entrance gate.** Do not block the entrance for fire fighters.
8. The senior member of staff present must use the Personnel and Visitors Records to check if the premises have been evacuated and everyone is accounted for. They must liaise with the fire and rescue service on arrival and also inform them of any highly flammable materials on the premises at the time.  
**On no account return to the premises until cleared by the fire service.**
9. All fire exits are suitable for disabled people. Lone workers should not attempt to fight a fire and should leave the premises immediately.