


FIRE EMERGENCY PLAN

Name of organisation	North Hykeham Council
Address of premises	Hykeham Hub Valerian Place North Hykeham LN6 9YW
Date plan produced and/or amended	5 th September 2017
Name of person producing plan (print name)	Peter Robinson
Job title	Consultant
Signature	

Action to be taken by a person discovering a fire

Raise the alarm by shouting "Fire". Activate the nearest manual call point on your escape route.

How the fire brigade (and any other emergency services) are to be called and who is responsible

Any person is authorized to call the fire brigade.

Fire warning system

The building has an automatic fire alarm which will activate and raise the alarm. The sounders will be heard throughout the building.

The control panel is located in the entrance lobby.

Evacuation procedures

On hearing the alarm, leave the building immediately. **DO NOT STOP TO PICK UP PERSONAL POSSESSIONS.**

Leave by the nearest available exit and proceed to the corner of the car park away from the entrance shown by the "Assembly Point" sign

Key escape routes

Main hall, offices and kitchen – leave by the main entrance, the two fire exit doors off the hall or through the door leading to the changing rooms.

Changing rooms – leave by the fire exit at the end of the corridor or through the door leading to the main hall and then follow the directions as above.

All exit doors lead outside the building.

Assembly points

There is one assembly point which is in the corner of the car park away from the building and the car park entrance.

Look for the sign "Assembly Point"

Duties and identities of employees with specific responsibilities

The group leader will be responsible for ensuring that everyone is safely evacuated.
The leader will act as first liaison with the rescue services.

Arrangements for safe evacuation of persons identified as being especially at risk from fire

Any disabled visitors should be assisted to evacuate by the nearest available exit.

Firefighting equipment provided

Extinguishers are located adjacent to the fire exit doors in the hall and the changing room corridor.
Additional extinguishers are located in the kitchen and the plant room.
A fire blanket is fitted in the kitchen.

Specific arrangements for high fire risk areas

There are no high fire risk areas.

Procedures for liaison with fire brigade on arrival

The group leader will liaise with the fire officer and provide details of any person who is not accounted for and their last known location and physical condition.

Training needed by employees and arrangements for giving such training

Hirers should be made aware of the emergency plan and confirm their understanding and willingness to act as the fire warden.