

Stanton Suite Emergency Procedures

Adopted by Council Minute 99/19/20

Full Council meeting – 30th September 2019

Next review – May 2020

MEANS OF ESCAPE IN CASE OF FIRE OR ANOTHER EMERGENCY

The fire exits and escape routes for the various parts of the Stanton Suite are set out below. All fire exits are properly signposted, and in the event of a power failure, there are emergency lights which would give adequate lighting to the fire exits. **The assembly point for those leaving the building is the green adjacent to the water feature in Church Piece.**

Parish Office - Fire exits and escape routes

There are two nominated and signed fire exits to the office:

- Through public-barrier door at the front of the office, which is locked on the inside by means of a turn-buckle lock when the office is under lone-worker occupancy, and then out through the inward-opening front door which is kept unlocked or with a key in the lock at all times when the office is occupied.
- The longer route to the rear fire exit is through the back office door, along the passage, through the door to the kitchen, through the kitchen door to the toilet passage and turning left, through the door to the fire exit door with a push-bar escape handle to exit to the passage behind the building. The locked gate to Church Piece is opened using the boxed-in, red-coloured handle. The door at the back of the office is locked when the office is unoccupied but can be opened from the direction of the office without inputting a code.

Stanton Hall - Fire exits and escape routes

There are two nominated and signed fire exits:

- Through the main door, through the outer hallway that is shared with the Library, and into Church Piece. The main door and the outer door should be left unlocked when the Stanton Hall is in use.
- Through the inner door to the lobby by the toilets and through the outward-opening rear fire escape door with push-bar escape handle to the passage behind the building. The locked gate to Church Piece is opened using the boxed-in, red-coloured handle.

Conference Room - Fire exits and escape routes

There are two nominated and signed fire exits:

- Through the external door and into the side passageway which leads into Church Piece. The external door must either be left unlocked when the Conference Room is in use or locked with a key left in the internal lock.
- Through the inner door to the lobby by the toilets and through the outward-opening rear fire escape door with push-bar escape handle to the passage behind the building. The locked gate to Church Piece is opened using the boxed-in, red-coloured handle.

Kitchen - Fire exits and escape routes

The nominated and signed fire exit:

- Through the inner door to the lobby by the toilets and through the outward-opening rear fire escape door with push-bar escape handle to the passage behind the building. The locked gate to Church Piece is opened using the boxed-in, red-coloured handle.

If the office, Stanton Hall or Conference Room are in use, the fire exits and escape routes described for each of them could be used if access via the fire escape door was not possible.

ACTIONS IN THE EVENT OF A FIRE ALARM

The Stanton Suite was constructed in 2013 to be fully compliant with current building regulations. It has a current fire certificate. The fire alarm system was an integral element of the design and build contract. Procedures in the event of an alarm are as follows:

- On hearing the alarm, all persons in the Stanton Suite must immediately vacate the building by the nearest available signed exit route and **assemble on the green adjacent to the water feature in Church Piece.**
- The responsible person, the Clerk if present, other office staff members, and/or the principal hirer of the Stanton Hall or Conference Room, will encourage all to leave the building and collect the attendance register.
- If safe to do so, the responsible person shall shut all windows and investigate the cause of the alarm.
- If a fire is confirmed, the responsible person shall immediately call the fire brigade and account, at the assembly point, for all persons originally in the building.

The management of the fire alarm system is as follows.

- The alarm system has a control panel on the wall adjacent to the front entrance door to the Parish Office. The building is zoned:
Zone 1 – Parish office, external toilets, conference room and kitchen
Zone 2 – the Stanton Hall and connecting corridor and internal toilets
Zone 3 & 4 are spare
- The panel will indicate in which zone an alert has sounded. There are push alarms in each main area and red sensor units at high level in each room. All have indicator lights which flash red signifying which unit has been activated.
- The flashing light indicates the source of the alarm. Once identified and, if safe to do so, the responsible person should confirm whether the source is a fire or false alarm. If appropriate the supplied fire fighting equipment should be deployed to tackle the incident.
- The alarm sounder can be silenced and reset when the problem has been resolved, by following the instruction sheet located by the alarm panel.
- The fire alarm system is maintained and tested annually by a contract to a specialist fire service company.

FIRE FIGHTING EQUIPMENT

The fire extinguishers are tested and maintained through an annual specialist contract. Any fire-fighting materials that have been used will be replaced immediately.

The Trustees of the Kings Hall have agreed that the Kings Hall fire extinguishers will be tested at the same time under one contract.

Fire extinguishers

Fire extinguishers are located on purpose floor mounted stands located at:

- Rear of the main office.
- Stanton Room Hall
- Link corridor between Stanton room and kitchen

Each unit comprises:

- 1 x pressurised water cylinder for use on burning combustible materials.
- 1 x CO2 extinguisher for use on electrical fires in the office and kitchen fires.

Fire blanket

- 1 x fire blanket is located in the kitchen for use on small fires.

PANIC ALARM SYSTEM

In addition to the fire alarm there is a panic alarm for use in the case of threat arising from outside parties attending the reception desk in the Parish Office. This alarm is linked to the intruder alarm system and will sound the external alarm and blue strobe light. In these circumstances anyone in the building or businesses within Church Piece complex should immediately render assistance by coming to the office entrance. They should assess the situation and, if safe to do so, offer support, or if appropriate call 999 and request assistance. The alarm can only be reset by authorised staff who have access to the alarm code or activation fob.

STAFF TRAINING IN EMERGENCY PROCEDURES

- Staff will be instructed in emergency procedures, to cover fire, terrorist threat and emergencies in other buildings in Church Piece. This will include raising the alarm, when appropriate to undertake fire-fighting and when to vacate the building. A paper copy of this policy will be included in the induction pack of all new members of staff and regular service provider users, e.g. PCSOs.
- The Clerk, in conjunction with the Chair of the Parish Council, will hold an unplanned fire drill on at least one occasion each year. A review will be held of how everyone performed in the drill including the time taken to vacate the building and whether the written fire notice instructions had been followed. CKPC emergency procedures and advance notice of our fire drills will be shared with other businesses in Church Piece. We will also expect to play our part in contributing to their emergency procedures.

ASSESSMENT OF FIRE RISKS AND CONTROL MEASURES

- The gas boiler is situated in its own, separate, locked, brick-built room that opens only onto the back courtyard. It receives an annual service and safety check. There is a fire extinguisher on the wall next to the boiler.
- Electrical equipment in the general office and conference room presents potential risk. There is a separate policy and action plan on the maintenance of portable electrical appliances.
- Passageways, through-routes and exit points will be kept free of all combustible materials e.g. photocopier paper supplies, files, etc.
- Flammable and hazardous chemicals are not permitted to be stored in this building.

Checklist – Fire and Emergency procedures

Issue	Action	Who?	Last done?	Next due?
All staff aware of emergency procedures including location of fire exits and fire-fighting equipment and what to do in an emergency	Copy of emergency procedures given to all staff.	Clerk		
	Annual emergency procedures/fire alarm drill	Clerk/Chair		
All users of the Stanton Suite aware of emergency procedures including location of fire exits and fire-fighting equipment and what to do in an emergency	Provision of emergency procedures information sheet when hiring	Administrative Assistant		
	Emergency procedures notice on notice boards in all Stanton Suite rooms	Clerk		
All fire exits, including signage, fit for purpose and routes to them clear	Quarterly check	Clerk/Chair		
	Annual check	Clerk /Chair		
Fire alarm fit for purpose	Annual check	Fire alarm maintenance company		
Fire-fighting equipment available as listed and fit for purpose	Quarterly check	Clerk		
	Annual check	Fire safety equipment		

		contract		
Mitigation of fire risk	Current fire certificate	Clerk to ensure it is up to date.		
	Annual PAT test	Cllr Reid currently organises with Kings hall equipment.		
	Annual service and safety check of gas boiler	Contractor. Clerk to organise		