

Parish Hub Emergency Procedures

Adopted by Council Minute 170/13/14

The Parish Council's office, with associated conference room and kitchen, was constructed in 2013 to be fully compliant with current building regulations. It has a current fire certificate.

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.

Fire Drills

The Clerk in conjunction with the Chairman 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.
- 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.

Means of escape in case of fire

Fire exits

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

- Through the inward-opening front door to the office which is kept unlocked at all times when the office is occupied during office hours.
- Through the outward-opening rear fire escape exit to the passage behind the building. The locked gate to Church Piece is opened using the boxed-in, red-coloured handle.
- A third way out of the building would be through the kitchen and out through the Stanton Room.

The 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.

Escape routes to exits

- The short route to the front door exit is through the public-barrier door at the front of the office. This door is locked by means of a turn-buckle lock on the inside face when the office is under lone-worker occupancy.
- 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 the building. All 4 doors are locked when the building is unoccupied (three with push-button code locks and the final one with a mortice lock key). All 4 are unlocked when the office and/or conference room is occupied.
- In the unlikely event of both of these exit routes being unusable, access to the Stanton Room through a push-button locked door is available.

Fire Alarm

The fire alarm system was an integral element of the design and build contract in 2013. In the event of an alarm, all persons present shall immediately vacate the area 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 and the principal hirer of the main hall shall encourage all to leave the building, collect the attendance register and if safe to do so shut all windows and investigate the cause of the alarm. If a fire is confirmed they shall immediately call the fire brigade and account, at the assembly point, for all persons originally in the building.

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 – office, public toilets, meeting rooms and kitchen

Zone 2 – the Stanton Room hall area and collecting corridor and 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 will be maintained and tested annually by a contract to a specialist fire service company.

Fire Fighting Equipment

Fire extinguishers

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

1. Rear of the main office.
2. Stanton Room Hall
3. 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.

Maintenance and Testing

The fire extinguishers will be 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.

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. 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.