



(GPC64)

FIRE EMERGENCY PLAN

This Emergency Plan has been developed following fire risk assessments of the relevant buildings.

The purpose of the Plan is to ensure the safety of all persons in the event of a fire to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 to ensure adherence to official guidance and related Standards.

Copies of this Emergency Plan will be made available to any person on request.

Copies of the building Fire Risk Assessment are kept by the Responsible Person (the "Council") and are available for inspection by Fire Service officers and building occupants.

1. Addresses of the premises to which this Fire Emergency Plan relates	PARK HOUSE – (Stamford Street) LE3 8DL SPORTS PAVILION – (Gynsill Lane) LE7 7AG THE ANNEXE – (Station Road) LE3 8BQ
2. Occupier of the premises	Glenfield Parish Council
3. Uses of the premises	Recreational, Community & Administrative
4. Responsible Person	The Parish Manager (and in their absence, the Deputy Clerk) has primary executive responsibility for building management, and is therefore the Responsible Person (in conjunction with the Parish Council) within the meaning of the Regulatory Reform (Fire Safety) Order 2005.
5. Other management responsibilities for fire safety	All organizations occupying or using the building at any time, all staff and all relevant managers have duties under the above legislation and associated official guidance, in accordance with the arrangements described in this Plan, and according to Council policy (see Health & Safety Policy published guidance). These duties include cooperation and coordination between areas/functions as necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained.
6. Fire warning arrangements	An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the premises. The system and

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	<p>installation complies with BS5839 and associated guidance. The fire alarm panel is located adjacent to the main entrance. Alarm signals are relayed to the East Midlands Monitoring Station.</p> <p>The general alarm signal is a SIREN and is clearly audible throughout the premises.</p>
<p>7. Action in the event of fire</p>	<p>On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate.</p> <p>In “<i>manned</i>” buildings the Office will telephone the Fire & Rescue Service in accordance with current local procedures. In “<i>unmanned</i>” buildings and “<i>out of hours</i>” the senior member of the group will telephone the Fire & Rescue Service in accordance with current local procedures</p> <p>On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, and proceed to the Assembly Point as displayed on local Fire Action Notices.</p> <p>Persons evacuating must obey Managers’ instructions; ensure others in the vicinity also evacuate; assist any person who needs help, if safe to do so; not stop to collect any personal belongings; not use the stair lift (if applicable); proceed directly to the correct Assembly Point (locations are indicated on Fire Action Notices near to all alarm call points); remain there until officially instructed otherwise.</p>
<p>8. Emergency escape routes</p>	<p>Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times.</p> <p>All users of the building should ensure they are fully aware of both obvious/familiar and alternative escape routes.</p>
<p>9. Arrangements for fighting fires</p>	<p>Firefighting equipment is provided as determined by fire risk assessment, and maintained. Persons with no specific training are not expected to fight a fire, but all occupants and staff should familiarise</p>

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	<p>themselves with the location and basic operating principles of the equipment, in case they need to use it (i.e. only in order to effect their escape, if cut off by fire).</p>
<p>10. Procedures for coordinating evacuation and for liaising with the fire brigade (in conjunction with 11)</p>	<p>(Manned buildings only) - The senior member of staff present will check the fire alarm panel and report the indications to the Fire & Rescue Services;</p> <p>The senior member of staff (manned buildings) or the senior person present (unmanned buildings) will direct available fire marshals to confirm evacuation (see 11 below), then control the fire evacuation at the front of the building and direct evacuating persons away towards the assembly point.</p> <p>The senior member of staff or person present will give the following information to the officer-in-charge of the first fire appliance to arrive:</p> <ul style="list-style-type: none"> • whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked; • any dangerous substances stored in the building that are likely to become involved including substances known/logged as temporarily present; • where the seat of the fire is thought to be located; and • the best route to get to trapped persons or the seat of the fire. <p>During inclement weather, the decision may be taken to accommodate evacuated persons in an adjacent building.</p>
<p>11. Other key responsibilities in the event of fire</p>	<p>In an evacuation, the senior person present will:</p> <ul style="list-style-type: none"> • check that each designated area is clear of all personnel, and close doors if safe to do so; • direct evacuating persons to the assembly point; • prevent persons from entering the building; • attack fires with available fire-fighting equipment if trained and safe to do so. <p>Persons leading or facilitating events have</p>

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	<p>responsibility for ensuring that all persons present evacuate safely to the final assembly point, and for reporting that the area is clear (or otherwise) to a Fire Marshal or the person in charge of the building.</p>
<p>12. Persons who are especially at risk</p>	<p>Fire risk assessments have determined that no persons are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this Plan and the Fire Risk Assessment(s) for the building, are fully implemented and maintained.</p> <p>At certain times Young Persons may be present, in the care of other organizations. Sufficient relevant information and advice is communicated to Young Persons directly and/or via communication with the organizations.</p>
<p>13. Special arrangements for disabled, young and elderly persons¹ evacuation</p>	<p>Nominated persons will assist disabled visitors or staff from the building during fire evacuations.</p> <p>Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating, should report to the Office and ask for the Fire Emergency Plan. Arrangements for the safe evacuation of persons with disabilities are as follows:</p> <ul style="list-style-type: none"> (a) All persons are provided with comprehensive information (this Plan). (b) Standard Personal Emergency Evacuation Plans (PEEPs) are set out in Appendix B. These are available to visitors and form the basis for individual PEEPs (GPC65). (c) Visitors with disabilities should make themselves known to the Office where they should receive information on the Standard PEEPs available, and guidance on what to do in an evacuation. (d) Regular users of the building are consulted and their needs discussed and assessed with appropriate members of staff. Individual PEEPs are agreed, documented and implemented.

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<p>14. Presence of visitors, contractors, service providers etc</p>	<p>Contractors and other visitors (members of the public) may be present from time to time.</p> <p>Where planned events exceed normal conditions and arrangements for evacuation, the Responsible Person will ensure that a Fire Risk Assessment is undertaken and appropriate provisions made.</p> <p>The senior member of the Grounds and Maintenance Department are responsible for ensuring that all contractors formally agree to all fire safety arrangements and are adequately informed and instructed that Safe Systems of Work are adhered to throughout and that all Dangerous Substances present and their exact locations are declared and made known to appropriate persons (as necessary/relevant to sections 10 & 11).</p>
<p>15. Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances</p>	<p>No areas of the building are considered high fire risk.</p> <p>Small quantities of various janitorial substances may be present in relevant areas. No other significantly dangerous substances are normally present.</p> <p>If any dangerous substances are brought into the building (e.g. by contractors) the following details must be given to <i>Grounds Maintenance</i> for each substance: chemical identity and/or trade name, quantity, location, brief details of use and storage, Material Safety Data Sheet, and name of person. These details are held by the Office. The person concerned must report when the substance has been removed.</p>
<p>16. Arrangements for an Emergency Plan to be used by a hirer of part of the premises</p>	<p>The Responsible Person ensures that procedures are in place to ensure that this Plan, together with appropriate information and instruction, will be made available to any person or organization hiring, using or occupying the premises.</p> <p>Any occupancy or activity not adequately addressed by the current Fire Risk Assessment and arrangements will be suitably assessed, controlled and planned for, in advance of the event.</p>

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	fire extinguisher course (must include hands-on practical experience). Persons nominated to assist those with disabilities: specific training as appropriate (e.g. use of Evac chairs) and specific briefing including content of relevant Personal Emergency Evacuation Plans and associated arrangements.
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1. FIRE SAFETY RECORDS

Records relating to fire safety precautions are kept in various locations as detailed below, and can be made available for inspection by any officer of the Fire Authority. Dates and details of training, inspection, testing and maintenance of the following are recorded:

- the means for detecting fire and for giving warning in case of fire (Grounds/Office);
- the means for fighting fire, i.e. portable equipment inspection, testing and maintenance (Office);
- the emergency escape lighting system (Grounds/Office);
- instruction and training (Office); and
- fire drills (Grounds).

Records should include:

- the date on which inspection, testing and maintenance was carried out and by whom;
- the date on which any defects were reported and the action taken to remedy such defects; and
- the date on which the defect was remedied and by whom.

2. MEANS OF ESCAPE

Escape routes (corridors, stairways, etc.) and exits are sited as shown on the plan(s). Unless otherwise specifically approved via formal Fire Risk Assessment, all escape routes are kept free from

- potential sources of ignition combustible materials
- obstructions and trip hazards
- the holding open of designated fire doors, unless by a fire alarm linked release device.

3. FIRE ALARM SYSTEM

INSPECTION

The fire alarm control panel is checked on a daily basis to see that it indicates normal operation, or if not, that any fault shown is reported to Grounds and remedial action taken. All faults are rectified without delay.

TESTING AND MAINTENANCE

Testing and maintenance is carried out in full compliance with legislation, guidance and applicable British Standards and/or as authorized by the Fire Service.

4. LIGHTING

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight, or individual lights may be operated by an internal switch next to the nearest exit door.

5. ESCAPE LIGHTING

The emergency lighting system utilises self-contained battery operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than one hour. All component units of the system are located as indicated on the plans. The lamps will remain lit by emergency power for one hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.



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FIRE EMERGENCY PLAN – Appendix A

TESTING AND MAINTENANCE

Testing and maintenance is carried out in full compliance with legislation, guidance and applicable British Standards and/or as authorized by the Fire Service.

6. FIREFIGHTING EQUIPMENT

First-aid firefighting equipment is distributed throughout the building as shown on the plan(s). All fire extinguishers conform to British Standard EN 3 and are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or they are sited in permanent Fire Points. The extinguishers are of a suitable size and weight for use by the occupants of the building.

INSPECTION

See Appx A Section 7 para. 2 below.

TESTING AND MAINTENANCE:

Testing and maintenance is carried out in full compliance with legislation, guidance and applicable Standards.

7. FIRE SAFETY INSPECTIONS, AUDITS & RISK ASSESSMENTS

All staff should be encouraged to maintain awareness and check for fire safety defects and deficiencies.

Nominated persons carry out recorded weekly inspections in all areas of firefighting equipment to ensure that it is present and apparently fully operational.

Suitable nominated persons carry out quarterly inspections of all the buildings using simple checklists (WIF01). The checklists are passed to the appropriate responsible person(s) who will take appropriate steps to correct any deficiencies – if necessary, via Grounds and/or the primary Responsible Person. A note of these actions and the date of their completion should be made on the checklist.

A full Fire Safety Audit and Fire Risk Assessment Review is conducted twice every year, or prior to and/or in the event of significant change or any significant incident.



(GPC64) STANDARD PERSONAL EMERGENCY EVACUATION PLANS for persons with disabilities

The following matrix of Standard PEEPs is based on HM Government guidance “*Means of Escape for Disabled people*”, and elements of BS 9999:2008. Visitors to any of the Council’s buildings should ensure that arrangements are made to visit the main Office at Park House (01162312498) prior to their organised use of the building(s) to obtain the Fire Emergency Plan. They should discuss their needs and specify (a) which of the following options are suitable for them, and (b) whether any additional provisions are required. In many cases a combination of several Standard PEEPs will apply.

The use of mobile phones should not be discounted but emergency evacuation provisions must not rely on them.

Category		Comments	Assistance typically from *
Option	Type of escape and/or requirement		
1	Meet assistance at refuge		L
2	Horizontal evacuation to place of relative safety	In combination with e.g. 10 and other strategies	L
3	Make own way down stairs slowly after main flow, on foot or on bottom		
4	Use Evac chair	Will also require (2)	L
5	Cannot transfer readily	Discuss with..... and devise solution if possible	See PEEP
6	Needs assistance to walk down stairs, 1 or 2 people	Could be as buddy system (15)	L, C
7	Needs orientation information or assistance	Could be as buddy system (15)	L, C
8	Needs colour contrasting on stairways		
9	Needs step edge markings		
10	Needs showing escape routes		L,C
11	Needs assistance for person or dog	Could be as buddy system (15)	L, C
12	Needs doors opening	Could be as buddy system (15)	L
13	Needs information in large print	Office to provide large print version of Fire Emergency Plan	O
14	Identification of escape route	ie. predetermine most suitable escape route(s) from intended location	O
15	Buddy system **	Nominate companion or person nearby**	C,L
16	Additional checks by fire marshals etc		C, L

- L = Local (staff or persons in vicinity of person with disability)
- O = Office
- C = Carer

** for visitors, only workable if a volunteer is available – otherwise use other options eg. 3 + 6



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Fire Emergency Plan Confirmation- GPC064

Confirmation that I have read, understand and accept the requirements of the Fire Emergency Plan. This includes the emergency procedures and the standard personal emergency evacuation plans for persons with disabilities.

Name.....

Organisation.....

Dated.....