



FIRE ACTION PLAN

Adopted: 7th August 2024

Version Control

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1	Creation	Town Clerk			2009	
1.2	Last Amended	Town Clerk			May 2016	
2	Update and Amendment	Facilities Manager	Finance and Policy	Annual	August 2024	August 2025

1. Introduction

- 1.1 St Ives Town Council (the Town Council) recognise the need to manage fire risk and ensure the safety of employees whilst at work and the safety of other relevant persons in the premises or in the vicinity of the premises is a legal requirement.

2. Employee's Duties

- 2.1 All employees have a duty to take steps to ensure that they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices. They are also expected to co-operate fully with the Town Council in complying with any procedures that may be introduced as a measure to protect the safety and wellbeing of staff **and** visitors.
- 2.2 All tenants will appoint a Warden and Deputy Warden to take responsibility for their area of the building and ensure that their staff/visitors are present at the assembly point in case of evacuation of the building. They should take with them any Visitor's Books that they maintain to ensure that the building is empty
- 2.3 All fire related equipment is regularly serviced and maintained. If any employee/tenant notices that fire safety equipment is defective or missing, they should report it to the Town Clerk or Facilities Manager immediately. Fire Risk Assessments are carried out as per the regulations and this will be reviewed annually or more frequently if there are any changes that will impact on its effectiveness.

3. Procedure

- 3.1 It is imperative that all staff/tenants recognise the importance of raising the fire alarm in all instances of fire or suspected fire.
- 3.2 **St Ives Town Hall – Raising the Alarm.**
 - 3.2.1 The Town Hall has an automatic fire detection system but if there is a smell of smoke or burning within Town Council's premises and a fire is not apparent or the fire alarms have not been activated then an initial short search of the area, if safe to do so, should be carried out. This search should last no longer than 3- 4 minutes. However, if the smell cannot be explained then proceed with raising the alarm.
 - 3.2.2 Find the nearest alarm call point (red break glass box mounted on the wall) and push in the clear Perspex sheet. These boxes have been designed to set off the alarm once the Perspex has been pushed in with fingers/thumb or other object.
 - 3.2.3 **ONLY** if safe to do so **AND** you have been trained appropriately may you attack the fire with an extinguisher.
 - 3.2.4 Leave the building and report to the Assembly Point, the parking area by the ticket machine.
 - 3.2.5 Do not use any lifts in the even of a fire or when the fire alarm has been sounded.

3.3 General Maintenance Depot – Raising the Alarm

- 3.3.1 The General Maintenance Depot has a Fire Airhorn which is manually activated in the case of a fire. If there is a smell of smoke or burning within premises and a fire is not apparent or the fire airhorn has not been activated then an initial short search of the area, if safe to do so, should be carried out. This search should last no longer than 3- 4 minutes. However, if the smell cannot be explained then proceed with raising the alarm.
- 3.3.2 ONLY if safe to do so AND you have been trained appropriately may you attack the fire with an extinguisher.
- 3.3.3 Leave the building and report to the Assembly Point, the car park at the allotments.

3.4 Upon Hearing the Alarm

- 3.4.1 On hearing the Fire Alarm, leave the building using the nearest available fire exit **closing all doors on the way out** and report to the **Assembly Point** where your Warden and/or Deputy Warden will **register you as being present**. Only open doors that you need to open when leaving the building.
- 3.4.2 Ensure that provision is made for the safe evacuation of physically or sensory impaired personnel (including pregnant women) from the building.
- 3.4.3 If there is smoke, the air is clearer nearest to the floor so if there is smoke keep as low as you can. Remember that smoke is poisonous and can kill you.
- 3.4.4 If your escape route is blocked you may have to react in a different way. For instance, if you are at the Town Hall, you may be able to escape through a window if you are on the ground floor but if you are on the first floor you should only do this as a last resort – when you are in immediate danger.
- 3.4.5 If you have to break a window use a heavy object to hit the glass at the bottom corner and make safe the jagged edges with a coat.
- 3.4.6 If your escape route is blocked and you cannot use a window you need to keep as safe as you can in the building. Gather together in one room and choose a room with a window and a telephone if possible. Close the door. Put coats around the bottom of the door to block smoke.
- 3.4.7 As a last resort open the window and call for help. It is important to let people know you are there. Stay by the window and lean out to breathe if you need to. Keep drawing attention to yourself

4. Calling 999

- 4.1 When you have reached the Assembly Point, report to the Designated Person who will call the fire and rescue service.
- 4.2 For the Town Hall this will support the monitoring station activation.
- 4.3 Speak slowly and clearly, give the whole address of the premises, if possible, explain what

is on fire and whether there is anyone known to be in the building. **Do not go back into the building for anything.**

5. Re-entering the Building

- 5.1 Do not re-enter any building until you have been instructed it is safe to do so by an appropriate appointed person.

6. Testing

- 6.1 The Town Hall fire alarm is normally tested on Friday mornings.
- 6.2 The Fire Airhorn at the General Maintenance Depot is tested weekly.
- 6.3 It is not necessary to follow this action plan when this happens, unless the alarm persists.

7. Log Book

- 7.1 A record of the dates of all tests, checks and servicing activities is maintained in the Town Council's offices.
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