



# WARWICK TOWN COUNCIL

## FIRE EMERGENCY PLAN

The Court House, Jury Street, Warwick.

Jayne Topham

Town Clerk

**Contents**

General Information.....3

General Fire Procedures.....4

Fire Wardens (and their role).....5 & 6

Fire Warden Searching Procedures.....7

The Fire Evacuation Coordinator.....7

False Alarms.....8

Fire Safety Training.....8

Contingency Planning.....9

Salvage Plan.....10

## **Fire Emergency and Evacuation Plan**

### **General Information**

The purpose of this Emergency Plan is to ensure that the responsible person and all relevant persons are clearly aware of their responsibilities in relation to fire. In addition, all personnel who are in the premises need to know what to do in the event of a fire incident and, to ensure the premises can be evacuated and everyone can be accounted for during the operation of the fire alarm. In the event of a fire these procedures are to be put into operation.

The fire alarm for this building will activate on the operation of a Break Glass Alarm Call Point. The Court House is also protected by an automatic fire detection system.

The alarm is beacon sound and is tested weekly.

A manual 999 call is required and should be made by:

a) A nominated person

The Fire and Rescue Service will require certain information, such as:

a) The name of the person making the call

b) The premises name and address (The Court House, Jury Street, CV34 4EW)

c) The premise's telephone number (01926 411694 / 01926 492212)

d) Brief details of fire incident if possible

Fire Action Signs are located in all areas of the building. These indicate the action to be taken both on the discovery of fire or hearing the fire alarm. The location of the assembly point, to be used, is also identified on these signs.

Fire exits and extinguishers are clearly marked and located at strategic locations around the building.

During a fire incident, the occupants of The Court House are to evacuate and proceed to the assembly point. The main escape routes from the premises are identified by Fire Exit direction signage.

The Assembly Point for The Court House is: **Pageant Gardens – Zone B**

The Assembly Point for the Court House in the evening is the War Memorial (As Pageant Garden gates are locked)

## **General Fire Procedures**

### **Discovery of a Fire Incident**

- a) Raise the alarm by breaking the glass in one of the fire alarm call points situated at strategic locations around the building.
- b) Evacuate via the nearest available fire exit. If possible, close windows and doors as you go.
- c) Go to your designated assembly point and await further instructions. (Pageant Gardens)

### **Action upon Hearing the Alarm**

Leave the building by the nearest available fire exit. Fire wardens will take control of the evacuation during the operation of the fire alarm

- Do not stop to collect personal belongings
- Walk to the nearest fire exit and leave the building
- Proceed to the assembly point (Pageant Gardens)
- Where possible, ensure all vehicles which may cause an obstruction to the premises, are removed prior to the attendance of the Emergency Services (Jury Street & Castle Street)
- Do not attempt to re-enter the building until you have been authorised to do so by either the Senior Fire and Rescue Services attending the scene or the Fire Evacuation Coordinator.
- **Never assume it is a False Alarm or a Fire Drill**

All staff should ensure they are aware of these procedures and the location of the assembly point to be used during an emergency

### **Fire Fighting**

Fire extinguishers are provided at strategic locations throughout the building. The main purpose of these fire extinguishers is to support the evacuation of the building, where the route may be obstructed by a fire.

Although staff maybe trained in the use of firefighting equipment, staff are NOT expected to fight fires

**IF IN DOUBT – GET OUT!!**

**It is in your own interest:**

- a) To study this document, to know what to do in the event of a fire evacuation
- b) To make yourself familiar with all means of escape in case of a fire

**Fire Wardens (and their role)**

The Fire Wardens are members of staff who assist in managing fire safety within the building on a day to day basis. The Fire Wardens for The Court House are;

- Chris Saysell & Mark Ridley Custodians
- George Palmer, Finance and Communications Officer
- Liz Healey, Visitor Information Centre Manager
- Sid Russell – Chauffeur
- Angela Clarke – Mayors PA.

**Duties of the Fire Wardens**

The duties of the Fire Warden are divided into two separate parts;

**Role of the Fire Warden during normal working hours**

Be vigilant as to the location / condition of the firefighting equipment within these premises:

- a) Has the equipment been tampered with?
- b) Is there new equipment in the area?

Be aware of any breaches in the Fire Precautions within the premises. For example:

- a) Doors wedged open
- b) Fire extinguishers missing / not in the correct place
- c) Fire escape routes blocked
- d) Fire exit doors are obstructed or blocked

Be aware of any occupants within the building who may have any form of disability and require assistance to make a speedy evacuation. For example, people who are:

- a) Deaf
- b) Partially sighted
- c) Have a physical disability
- d) Not English speaking

if any major difficulties are encountered or queries arise, contact the Town Clerk.

Always ensure the role of the Fire Warden is covered during periods in which the premises are open.

### **Role of the Fire Warden during activation of the Fire Alarm**

When the Fire Alarm is activated, the Fire Wardens responsibility is to ensure everyone is evacuated safely out of the building.

Ensure a 'sweep search' of all areas of the building is completed within an acceptable timescale. The main objective being to confirm all of the occupants of the building have safely vacated The Court House prior to the arrival of the Fire and Rescue Service.

Fire Wardens must consider their own safety at all times and should refrain from taking unnecessary risks.

The Fire Wardens should endeavour to keep calm at all times during an emergency and show authority in dealing with the situation.

## **WHEN THE ALARM SOUNDS YOU ARE IN CHARGE!!**

In a loud, clear voice, request the occupants of the building to stop everything they are doing and leave the premises via the nearest available fire exit.

Control unauthorised re-entry of people into the building during the operation of the fire alarm

On completion of this role, the Fire Wardens should report to the Fire Evacuation Coordinator

Information should then be conveyed as soon as possible that the premises have been successfully evacuated.

Fire Wardens may be used to help keep people away from the building in case of danger (for example – ensure everyone is away from windows which may shatter). DO NOT re-enter the building unless authorised to do so by the Evacuation Coordinator or the Senior Fire Service Office attending.

**REMEMBER**

## **THE FIRE WARDENS MUST NOT PUT THEIR OWN SAFETY AT RISK**

### **Fire Warden Searching Procedures**

The 'sweep search' procedure should be carried out swiftly yet calmly. The main objective is to complete the evacuation process before the arrival of the Fire and Rescue Service.

During the 'sweep search' process it is possible that the Fire Warden may discover the Fire Incident. At this stage the searching procedure, for safety reasons, must be terminated. If possible, and from a safe point, make a brief visual assessment of the incident and report findings to the Fire Evacuation Coordinator at the designated assembly point (Pageant Gardens)

Should your visibility become impaired because of smoke, and the 'sweep search' cannot be completed, evacuate by the nearest available fire exit and report your finding to the Fire Evacuation Coordinator or Fire Officer.

### **The Fire Evacuation Coordinator**

The Fire Evacuation Coordinator for the building is: Chris Saysell

The Fire Evacuation Coordinator has a responsibility in two areas, one in a normal / safe condition and the other during the operation of the fire alarm.

#### **Duties of the Fire Evacuation Coordinator (Safe Condition)**

- a) Liaise with the Fire Wardens on all fire safety issues
- b) Nominate the personnel who are to act as Fire Wardens
- c) Ensure the minimum numbers of Fire Wardens are maintained and up to date
- d) Ensure all new Fire Wardens receive training in the practical application and operation of the Fire Procedures

#### **Duties of the Fire Evacuation Coordinator (Fire Condition)**

- a) Upon the discovery of a fire or on hearing the fire alarm, the Fire Evacuation Coordinator should immediately evacuate from the building and proceed to the Assembly Point which is Pre-Designated for the use of the Fire Evacuation Coordinator and Fire Wardens.
- b) Coordinate with Fire Wardens to ascertain the evacuation status as soon as possible; the main objective is to complete the evacuation process before the arrival for the Fire & Rescue Service.
- c) Once complete evacuation of the building is confirmed, no further action maybe required other than to confirm this to the Fire & Rescue Service when they arrive.
- d) Any other actions will be directed by the Senior Fire Officer in attendance.

Where possible, staff who are familiar with the building should be made available to give assistance / information to the Fire and Rescue Service should they require further information upon arrival

If any Fire Wardens do not appear at the pre-designated assembly point by the time the Fire and Rescue Service arrive, then Management must convey the information to the Senior Fire Officer attending, upon arrival.

Should any person be suspected as missing or unaccounted for, then as much information as possible, should be gained as to their last known location. This information should then be passed to the Fire & Rescue Service, preferably upon arrival. The team - Person's Reported and their last known location' should be provided to the Senior Fire Officer attending. This statement is terminology understood by all Fire & Rescue personnel which clearly indicated life is at risk.

Any disabled visitors who are located on the first floor of the building, will be escorted to the top of Pageant House stairs, until Fire and Rescue are on the scene, and are able to support the evacuation of the building. It is important that a member of staff stays with this person while waiting for the emergency services.

It is also important that staff are aware of anyone, including other members of staff, leaving or entering the building, prior to the evacuation. This must be communicated to the Fire Wardens and Evacuation Coordinator. (For example, a member of staff offsite for lunch)

## **False Alarms**

All alarms are to be treated as a full-scale emergency until the hazard status has been confirmed by the person who has operated the alarm or by someone in authority who is aware of the situation.

The Fire & Rescue Service will still send at least one appliance to the site, so the Fire Evacuation Coordinator should be at the Pre-Designated Assembly Point to liaise with the Fire and Rescue Service upon arrival.

The following procedure are to be followed in the event of a False Alarm and will be coordinated by the Fire Evacuation Coordinator:

- The alarm signals will be left activated until the building(s) have been evacuated
- The Fire Evacuation Coordinator will inform the Fire & Rescue Service that the alarm is false
- Upon arrival of the Fire & Rescue Service, adhere to their instructions
- The alarm can be silenced when the hazard status is confirmed as false, however, the alarm panel should only be reset on authority of the Senior Fire & Rescue Service Officer attending.

## **Fire Safety Training**

### **General Staff Training**

Fire safety training will be given to all new employees at the commencement of employment and will include:

- Location of all Fire Exit Doors and Emergency Routes
- Actions to be taken in the event of a Fire Alarm sounding
- Action to be taken on discovering a fire
- The importance of keeping fire doors shut



- The importance of maintaining clear exit routes
- The location of the Assembly Point

Fire Safety Training will be provided for all employees on an annual basis. The subject matter will include the following:

- Actions to be taken in the event of a Fire Alarm sounding
- Action to be taken on discovering a fire
- The importance of keeping fire doors shut
- The importance of maintaining clear exit routes
- Location of fire extinguishers and their use
- General fire awareness on how a fire can start and develop
- The significant findings of the Fire Risk Assessment
- An understanding of the fire alarm system to avoid false alarm

Where appropriate, staff having responsibilities for the Fire Safety, will receive specific training for to their particular role.

All training activities are recorded in the Fire Safety Logbook. Names of all persons receiving training and the name of the person providing the training must be recorded with the date, durations and type or training given.

### **Contingency Plans**

Detailed below are other arrangements which may have to be implemented during a Fire Incident, for example fire alarms are out of order.

Should the fire alarm not operate when required, the on-site manager should ensure the Emergency Services are notified without delay. The Fire Evacuation Coordinator and the Fire Wardens should immediately implement a Voice Operated Fire Evacuation Procedure to ensure the building is cleared of people as soon as possible. Preferably before the arrival of the Fire & Rescue Service.

### **Before a Fire**

The council are committed to complying with Fire Safety and Health and Safety Legislation in order to protect the lives of customers, visitors and staff from the fire. Every effort is made to prevent a fire incident from occurring, it is therefore stressed that all employees have a responsibility to comply with the premise's Fire Safety Policy.

### **During a Fire**

Should a fire occur on site, the procedures to be followed by all staff members are detailed within this document. These procedures will form part of every Fire Safety Training session and will be tested by conducting a practical evacuation exercise every six months. The fire drill needs to ensure that all staff are confident of their individual roles. The results of each exercise will be recorded in the relevant section of the Fire Safety Logbook.

## **After a Fire**

The consequence of a fire occurring can be devastating. It is hoped that the procedures and general fire precautionary arrangements will have prevented injury to any person that may have been affected by a fire. After a fire, the following actions must be considered. It must be remembered that a number of agencies will be interested following a fire. These can include; press, insurers, environment agency and utility services.

### **Points to consider after a fire**

#### **Transport**

Transport may be required to transfer staff off site

#### **Utility Services**

It is important to ensure that Gas and Electricity supplies are isolated to prevent re-ignition. If any services are affected the Company is to be contacted to ensure continuing supply of unaffected buildings

#### **Unsafe Structures and Security**

Contractors are to be engaged to secure any unsafe structures and secure parts of the building that may allow access to undesirable persons and prevent pilfering.

#### **Welfare of Staff, Visitors and the Relevant Persons**

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to staff, visitors or relevant persons. These services can be provided by using external arrangements if necessary.

## **Private Bookings**

The Court House is often used for private functions, including weddings, meetings and fitness classes. It is emphasised, through the booking form, that the hirer of the venue is responsible for the evacuation of their group, if the need arises.

It is important that the hirer of the venue can account for everyone in their party, and this information must be communicated directly to the Fire Evacuation Coordinator at the earliest convenience.

## **Salvage plan for special artefacts**

The Town Council's Salvage Plan forms part of the Fire Emergency Plan and covers the location and correct removal of the most valuable/historically important objects from the building/site, liaison with the Fire Service, specific roles of members of staff, muster points for all items salvaged from the building, appropriate triaging of items and temporary storage of items at Warwick Castle until they can be sent off for cleaning/repair/restoration. The Plan is checked and updated annually.

Each member of staff receives training on how the Plan works and this is also updated annually. A copy of the Salvage Plan is kept in the red fireproof box by the side entrance to the building off Castle St (the Fire Service has a key, and a key is also kept in the office). Copies of the Plan are also kept in the cars of the Town Clerk and the Asst Town Clerk.

[WTC Salvage Plan](#)

This Policy was adopted on the 23<sup>rd</sup> May 2024