



## CRANLEIGH PARISH COUNCIL

### COUNCIL OFFICE

### EMERGENCY FIRE PLAN

This Emergency Fire Plan has been prepared by Beverley Bell as the responsible person for the premises known as Council Office to comply with **The Regulatory Reform (Fire Safety) Order 2005** [FSO].

The position of Grounds Manager will be responsible for the provision of **safety assistance** to assist the responsible person in carrying out their duties under the FSO.

This Emergency Fire Plan applies to all Council Staff.

✓ **Action on discovering a fire**

Break the nearest break glass call point, the fire alarm should sound. There is a list of the locations of break glass call points in appendix 1.

✓ **Calling the Fire Service**

Dial 999 and ask for the Fire Service. Your location is Council Office, Village Way, Cranleigh, Surrey GU6 8AF

✓ **Evacuation of all relevant persons from the premises**

Leave by the nearest fire exit and do not return to the building until the Emergency Services have said it is safe to do so. Only tackle a fire with the extinguishers provided if your escape route is blocked.

✓ **Power/process isolation**

The incoming supply is located in the cupboard behind the reception desk. Do not return to the building to isolate the power, but alert the fire service to the location of the isolation switch.

✓ **Places of assembly and roll call**

The assembly point is the Snoxhall Fields car park. Visit the assembly point and check that the hirer has evacuated all the attendees from the building. Alert the Emergency Services if you suspect there are people still in the building. Do not re-enter the building yourself.

✓ **Liaison with emergency services**

Identify yourself to the Emergency Services as Council Staff.

✓ **Specific responsibilities in the event of fire**

You are responsible to ensure that all youth centre users are counted at the assembly points, and it is your responsibility to alert the Emergency Services to any persons unaccounted for.

✓ **Return to the Building**

Do not re-enter the building until told safe to do so by the Emergency Services.

✓ **No Fire Found**

In the event of the Emergency Services declaring that no fire has been found, follow the fire panel fault instructions in the Fire Safety manual.

✓ **Identification of key escape routes**

Signage for key escape routes is checked during the weekly property inspection.

✓ **The fire-fighting equipment provided**

The presence of fire fighting equipment is checked during the weekly property inspection and is maintained on a contract. Fire fighting equipment should only be used if your escape route is blocked by fire. Do not tackle the fire yourself otherwise.

✓ **Training Required**

Your fire procedures training will be refreshed annually and fire extinguisher training every two years. A log will be maintained of training.

July 2025.

Review: October 2026.