

Fire Evacuation Plan Template



Emergency Evacuation Plan for:	Public Hall (PUBLIC)
Address:	3-5 West Street Liskeard Cornwall PL14 4JP
Contact Telephone Number:	01579 345407
Date of Plan:	UPDATED 18.11.2022
Review Date:	17.11.2023

Sound of the alarm:

The sound of the alarm will be a continuously warning siren.

To raise the alarm:

If a fire is discovered by a member of staff or a visitor, the alarm can be raised by the activation of the nearest call point. If a fire is detected by the heat or smoke detectors the alarm will automatically sound. **The platform lift will not operate if the fire alarm has been activated.**

Action required on hearing the alarm:

1. A designated member of staff (fire marshall/duty caretaker) will take charge of the evacuation until the emergency services arrive.
2. If you are required to dial 999, be prepared to provide your name, name of building, address, a contact number, and details of fire. The address is: 3-5 West Street, Liskeard, PL14 6BW. What3Words: **splendid.deleting.fellow**. Grid Reference: **SX 25036 64669**
3. Start evacuation of the building ensuring this is done in a calm and orderly manner, helping those needing additional assistance evacuating.
4. Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General Emergency Evacuation Plans (GEEPs)' for members of the public

who may visit the building. Both of these will be implemented as appropriate i.e. depending on whether any person subject to a plan is present on site.

5. The platform lift will not operate if the fire alarm has been activated and therefore cannot be used for evacuation.
6. If safe to do so close windows and doors as you leave an area so as to isolate any spread of fire.
7. Meet at the assembly point located at the top of Westbourne Car Park. Do not re-enter the building until confirmed safe to do so by the emergency services or the fire marshal/duty caretaker.

Escape Routes:

The escape routes from the building are:

- **MAIN HALL** – exit via the rear passageway to Barras Place.

Alternative exits via main stairs to the foyer on the ground floor and leave through the main doors to West Street and via double doors at rear of the main hall, through lobby area and exit via doors and down stone steps to Barras Place.

From STAGE exit via door, stage left to the rear passageway to Barras Place.

- **COUNCIL CHAMBER** – exit via stairs to half-landing then down the main stairs to the foyer and exit through the main doors to West Street (refer to GEEP).
- **EMILY HOBHOUSE ROOM** – exit via the foyer through the main doors to West Street
- **NEW LISKEARD ROOM** – exit via the stairs to the Town Council Office entrance on ground floor to West Street (refer to GEEP).
- **QUIMPERLE ROOM** – exit via the rear double doors, turn RIGHT down the stairs and RIGHT again through the exit doors and down stone steps to Barras Place (refer to GEEP).
- **WHEAL PHOENIX ROOM** – turn LEFT into the first floor lobby, through the main hall and exit via the rear passageway to Barras Place.
- **MAYORS PARLOUR** – exit via the foyer, through main doors to West Street
- **MEMBERS' ROOM** – exit via the foyer, through main doors to West Street
- **TOWN COUNCIL OFFICE** – exit via the office door to West Street
- **CARETAKERS ROOM & OFFICE** – exit via foyer, through main doors to West Street

Fire Assembly Point:

The assembly point is at the top of Westbourne Car Park.

Equipment:

Fire extinguishers/blankets should only be used where it is deemed safe to do so i.e. there is a clear means of escape, fire is small. **Personal safety always takes priority and, if in doubt, do not attempt to extinguish a fire**

Evacuation chairs are located in:

- First floor lobby area
- Lobby area at rear of the Quimperle Room
- Council Chamber

Evacuation chairs should be used by persons who have received training in their use. The chair can be used on stairways and along flat surfaces i.e. as a temporary wheelchair.

Responsibilities:

The Facilities Manager is responsible for ensuring the plan is up to date, for ensuring adequate staff are on duty to conduct the evacuation plan and for training staff on the evacuation plan and in their roles and responsibilities. To contact the Facilities Manager email facilities@liskeard.gov.uk or call 01579 345407.