

The Brenchley **EMERGENCY PLAN** FIRE TRAINING & PROCEDURES

STAFF FIRE NOTICE – WHAT TO DO IN EVENT OF A FIRE

Everyone must always:

Prevent fire occurring by being careful with all sources of heat (smoking, heating and electrical appliances etc)
Know the means of escape provided from the premises.
Be familiar with the fire routing and obey fire notices.
Keep exits and staircases unobstructed to allow unhindered evacuation.
Keep fire doors closed and unobstructed to allow unhindered evacuation.

Should you discover a fire:

1. Raise the alarm immediately by breaking the glass on the nearest fire alarm call point
2. Evacuate to the FIRE ASSEMBLY POINT at the Entrance to the Town Hall in Jubilee Square or The Brenchley rear car park.
3. As you are leaving warn people in the vicinity of the fire.

Do not take personal risk, leave the building.

On hearing the alarm:

1. Walk to the nearest available exit then proceed to assembly point - ACT CALMLY - CLOSE ALL DOORS (to stop fire spreading)
2. Give the necessary assistance to other people to ensure their safety.
3. The manager or person in charge must ensure that the fire service has been called.
4. Security Personnel to supervise the evacuation from their areas.
5. Make sure that all external doors and windows are kept closed.
6. On arrival of the Fire Service the Officer – in – Charge should be informed that all staff are safe or of their last known position.
7. If possible the manager to pick up a Rota for easy check listing.
8. No one allowed to re-enter the building until instructed by fire chief.

CALLING THE FIRE SERVICE

CALL THE FIRE SERVICE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE (the person in charge should call the fire service on hearing the alarm or being informed of a fire)

Lift the receiver and dial 999. When the exchange operator answers ask for FIRE; you will then be connected to the fire service. When the fire service operator replies give call distinctly:

“FIRE AT – The Brenchley, 91 High Street, Maidstone”

Do not replace the receiver until the address has been correctly repeated to you

DUTY MANAGER

Should you discover a fire:

- **Raise the alarm immediately by breaking the glass on the nearest fire alarm call point**
- **Always Act accordingly**

Large Fire – **DO NOT TACKLE** (proceed to instructions for on hearing a fire alarm)
Small fire – **FIGHT THE FIRE** with **CORRECT EXTINGUISHER**

- a. **Electrical Fire: use only CO2 appliance Marked with a black triangle**
- b. **Non Electrical Fire: use a Foam appliance marked with a Cream Square.**

- **Proceed as instructed below**

On hearing the fire alarm (continuous sounding bells):-

- **Go Straight to reception**
- **Call the Fire Brigade**
- **Check fire alarm panel for the zone indicating a fire**
- **Locate activated alarm point / sensor**
- **Investigate the source of the fire**
- **Once fire is located it is important to continue EVACUATION**
- **Always Act accordingly**

Large Fire – **DO NOT TACKLE** (proceed to instructions for on hearing a fire alarm)
Small fire – **FIGHT THE FIRE** with **CORRECT EXTINGUISHER**

- a. **Electrical Fire: use only CO2 appliance Marked with a black triangle**
- b. **Non Electrical Fire: use a Foam appliance marked with a Cream Square.**

- **Never endanger yourself or others**
- **Even if you suspect it is a faulty alarm evacuate the building as per instructions.**
- **If a false alarm, advise Fire Brigade on arrival and show the faulty sensor**

**UNDER NO CIRCUMSTANCES MUST YOU SWITCH OFF THE FIRE BELLS.
YOU MUST NOT ALLOW ANYONE TO RE-ENTER THE UNTIL PERMISSION IS GIVEN BY THE FIRE BRIGADE.**

SECURITY STAFF

Should you discover a fire:

- Raise the alarm immediately by breaking the glass on the nearest fire alarm call point
- Always Act accordingly

Large Fire – **DO NOT TACKLE** (proceed to instructions for on hearing a fire alarm)

Small fire – **FIGHT THE FIRE** with **CORRECT EXTINGUISHER**

a. Electrical Fire: use only CO2 appliance Marked with a black triangle

b. Non Electrical Fire: use a Foam appliance marked with a Cream Square.

- Proceed as instructed below

On hearing the fire alarm (continuous sounding bells):-

- SUPERVISE & ASSIST WITH EVACUATION IN YOUR AREA
- DIRECT CUSTOMERS TO NEAREST FIRE EXIT AWAY FROM FIRE SOURCE
- ENSURE EXIT ROUTE IS CLEAR TO CUSTOMERS
- YOU MUST NOT ALLOW ANYONE TO RE-ENTER THE BUILDING UNTIL PERMISSION IS GIVEN BY THE FIRE BRIGADE.
- ONCE ALL CUSTOMERS HAVE LEFT THE BUILDING PROCEED TO ASSEMBLY POINT at the entrance to Town Hall in Jubilee Square or The Brenchley rear car park.
- WAIT FOR INSTRUCTION FROM MANAGER

ALL STAFF

Should you discover a fire:

NEVER ATTEMPT TO CONTROL THE FIRE – ALWAYS RAISE THE ALARM

- Raise the alarm immediately by breaking the glass on the nearest fire alarm call point
- Proceed as instructed below

On hearing the fire alarm (continuous sounding bells):-

- Leave the building by the nearest Fire Exit
- As you are leaving warn people in the vicinity of the fire.
- Evacuate to the ASSEMBLY POINT at the Entrance to the Town Hall in Jubilee Square or The Brenchley rear car part.
- Advise the manager if you know of any missing staff
- Await instructions from the Manager

YOU MAY NOT RE-ENTER THE BUILDING UNLESS PERMISSION IS GIVEN BY THE FIRE BRIGADE

