STILTON PARISH COUNCIL

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Emergency Evacuation Procedure

Stilton Pavilion

1.	***The action employees and public should take if they discover a fire?*** Immediately operate the nearest alarm call-point by pushing the call-point with force in the centre. These are found next to all fire exit doors
2.	***How will people be warned in there is a fire?*** Stilton Pavilion contains a fire alarm system, which will be initiated by the smoke detectors inthe building or on operation of the manually operated alarm call-point (red fire call points on various walls). If on site, the Clerk, Lead Caretaker, Pavilion Administrator, Amenity Caretaker or Cleaner will safely investigate the nature of the activation, while evacuation takes place. If no staff and Security Service is on site, they will liaise with CCTV/alarm control to investigate.
3.	***How the evacuation of the building will be carried out?*** Everyone in the Pavilion should leave the building by the nearest exit and report to the ***assembly/muster point at the side of the Pavilion Play Park.*** Commence evacuation by the nearest safe and available exit immediately when hearing the alarm, without wasting time to collect personal belongings.
4.	***Identification of escape routes*** All exit doors can be used as escape routes.
5.	***Firefighting equipment provided*** Exit the building immediately and call the fire brigade on **999** Firefighting equipment, including extinguishers are to be used to aid your exit and not extinguish the fire.
6.	***Duties and identity of employees with specific responsibilities in the event of fire.*** *On hearing the alarm:* Any staff and/or the named "Hirer" will usher visitors out of the building and assemble at the muster point. Staff or named Hirer will also ensure: • All areas are cleared of people • Everyone is accounted for (recommend preparing a list of attendees to refer to) • The Fire Brigade is called • Persons who are not accounted for are reported to the Fire Brigade when they arrive • Instruct persons to remain outside the building unless a Fire Officer has approved re-entry.

7.	**Arrangements for the safe evacuation of people identified as being especially at risk, such ascontractors, those with disabilities, members of the public and visitors.** *Visitors:* The event host or employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit *Contractors:* Must be given information about fire procedures and leave the building at the nearest exit *People with disabilities:* Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the area Health and Safety Adviser.
8.	***How will the Fire Brigade and any necessary emergency services be called and who is responsible for doing this?*** On hearing the alarm, the Pavilion's Duty Staff or named "Hirer" will Dial **999** and ask forthe Fire Brigade or other emergency service as appropriate. The emergency services have the code on record for both the Yellow Barrier and Field gate padlocks.
9.	***Procedures for liaising with the Fire Brigade on arrival*** Notify of any specificrisks, e.g. the location of highly flammable materials. Duty Staff member will advise of Fireman's switch for solar panels and battery storage GRP. Maps of building are in the foyer near the alarm panel. If no staff on site, the named "Hirer' will liaise with the Fire Brigade on their arrival (or Security if on site).
10.	***Training*** The following arrangements and training are given to staff at the Pavilion: • All staff: Fire Drills twice a year. • All staff: Fire briefing once a year (may be in conjunction with fire drill). Record of training to be kept within Fire Manual. Training to reviewed on a yearly basis and planned into budget. Staff can tackle a small fire, only if appropriate practical training has been provided; and the fire is small enough in its early stages. **DO NOT PLACE YOURSELF IN DANGER!**

Document Review

Reviewed: 9 June 2026 (agenda item PC136/26)
Next review date: May 2027
Responsible Person, Parish Clerk (Julianne Lawrence). Responsibilities: Ensuring staff are training and hirers are informed.