

Melksham Town Council's Fire Evacuation Procedure

Welcome to Melksham Town Hall. The Town Council works hard to minimize any risks to your safety and is obliged to inform you of the following evacuation procedure:

As the person responsible for your organisation/group you are required to sign the visitors book located at the reception area on entering and exiting the building, you are also required to hold a register of all persons attending your sessions/meetings. This information is essential when accounting for people in the case of an emergency. **As the responsible person you must ensure at all times that fire doors are not wedged open and fire exits are not blocked**

As the responsible person you should make suitable arrangements for the evacuation of disabled or persons needing assistance to be evacuated safely. In the event of there being people with mobility problems present it is essential that sufficient able-bodied persons are in attendance that are both willing and able to ensure they can be assisted to a place of safety without using the lift. If anyone with a disability is unable to leave the building then they must be left at the **DESIGNATED FIRE RESCUE AREA A** in the ante room if this is not accessible then **B** in the main hall. The fire officer must be immediately informed that there is someone still in the building and where they have been left.

- When the fire alarm is activated everyone must immediately leave the building in an orderly fashion using the safest route (the alarm sounds like a siren)
- The Fire Brigade will automatically be called out, however, a staff member will telephone 9-999 and request the Fire Brigade, if there are no staff present please ensure that you dial 9- 999
- If you discover or suspect a fire, press the nearest fire alarm and exit the building using the safest escape route. All escape routes are clearly marked.
- The nearest, evacuation route is through the main hall exit doors, down the stairway and out of the front doors. It is essential that you assemble outside the Melksham News office so that everyone can be accounted for. Persons should be checked off against your register and if someone appears to be missing, report this immediately to a member of staff/or the Fire Officer. Under no circumstances should anyone attempt to re-enter the building until clearance is given by the Fire Officer.
- If the fire blocks the main exit route there are two clearly marked evacuation routes leading to the back of the building, down a flight of stairs and out of the back door, which is activated by an exit button to the left of the door. All parties must assemble outside the Melksham News office so that everyone can be accounted for.
- In the highly unlikely event of all escape routes being blocked, please close all the doors and wait for the Fire Brigade to arrive.
- **No one should attempt to use the fire extinguishers provided**, unless they are properly trained in their use and it is safe to do so, and no one should ever act alone.
- **Do not use the lift under any circumstances**
- **No one should stop to collect personal items**
- **Do not attempt to re-enter the building until clearance is given by the Fire Officer**

