



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	General Emergency and Fire Evacuation Plan
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Version	Point(s)	Description of Change	Date

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General Emergency Evacuation Plan for: North Tawton Town Council

Sound of the alarm

The sound of the alarm will be – Verbal shout **FIRE** and/or activation of the smoke detectors.

Raising the alarm

If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm should be raised without delay by commencing manual warning (shout etc.)

A fire detected by automatic detectors will trigger the smoke detectors.

Action to be taken on hearing the alarm

The following actions should be taken on hearing the alarm-

- During any council meeting, the Chair of the meeting will take charge and lead in the fire evacuation. During Office hours, the Town Clerk will take charge and lead in the fire evacuation.
- The Chairman or the Town Clerk will dial 999 and request the Fire Service giving their name, name of building, building address (as above), contact number and details of fire.
- Councillors present during a Council meeting, or the Town Clerk during office hours, will evacuate the building in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- The Town Clerk is the designated fire warden to sweep the building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- Fire wardens should ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service
- Go to the assembly point and allow fire wardens to check that all contractors and staff members are accounted for
- The Chair of the meeting or the Town Clerk will liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building **MUST** always be kept clear with an unobstructed exit. During Council meetings, all Councillors present, are the collective 'Responsible Person', and must ensure that seating arrangements at any time do not hinder the escape routes, which is to be monitored throughout the meeting. The escape routes are:

1. Main door into The Square
2. Small side window into carpark.

Fire assembly point

The assembly point is: By the Clock Tower in the Square

Fighting fires – Extinguisher use

Fire extinguishers should only be used where:

- Staff and Councillors have received training and feel confident in their use
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

- Fire Extinguisher x 2 (CO² & Water) main office by exit door
- Fire Extinguisher x1 (water) kitchen below boiler
- Fire blanket kitchen by window

Number of staff needed to carry out evacuation plan

To implement this evacuation plan 1 trained fire warden is needed on duty

Equipment needed to affect the emergency plan

No equipment is necessary

Back up arrangements

In the event of the absence of the Town Clerk, the locum if present, or the Vice-Chair of the Meeting will take the responsibility of the Town Clerk.

Responsibilities

For ensuring

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| • this plan is up to date | Town Clerk |
| • that adequate staff are on duty to carry out the evacuation plan | Town Clerk in conjunction with the Chair |
| • staff training on the evacuation plan and in their roles and responsibilities | Town Clerk |

Approved: July 2025

Minute Ref: 063:25/26