



IMMINGHAM TOWN COUNCIL

FIRE SAFETY & EMERGENCY PROCEDURE 2023

In the event of discovering a fire:

- Immediately raise the alarm by sounding the fire alarm or shouting "FIRE" ensuring that all users hear the alarm
- Ensure that the area is evacuated by the nearest safe exit route
- Ensure you maintain a safe exit route and leave the building without delay
- Only tackle the fire if it is safe to do so, using the fire extinguishers provided (only if you have been trained to do so)
- Contact the fire brigade by telephoning 999 if the fire cannot be controlled

In the event of hearing a fire alarm:

- Where possible switch off electrical equipment
- Do not delay to collect personal items
- On leaving, close doors and windows, but only if safe to do so
- Escort persons in your charge out of the building by the most appropriate safe exit route (taking note of any Personal Evacuation Plan)
- Report to the assembly point grassed area in front of the Old Library Building
- Group Leaders and/or Hall Hirers are to carry out a roll call of their groups
- Report if any of your group is missing to an appropriate person in charge
- A Fire Marshall will check the fire panel and investigate the area identified if it is safe to do so
- Contact the fire brigade by telephoning 999 if a fire cannot be managed
- Do not re-enter the building until the all clear is given by the appropriate officer (either ITC Staff or Emergency Services)

Other Site Emergencies (gas escape, flood, suspicious package in post etc.)

- In the event of other site emergencies, follow the direction given by ITC Staff or Emergency Services
- Switch off electrical equipment if safe to do so
- Collect personal items if safe to do so
- Evacuate the building in an orderly fashion by the nearest exit route
- Report to the assembly point grassed area at the front of the Old Library Building
- Group Leaders and or Officers are to carry out a roll call of their groups
- Report if any of your group is missing to the Group Leader or an appropriate person in charge
- Do not re-enter the building until the all clear is given by the appropriate officer (either ITC Staff or Emergency Services)

A Hopkins
Clerk to the Council

REVIEW JULY 2024