

Burton Latimer Town Council

The Harold Mason Centre
120 High St, Burton Latimer NN15 5RH
townclerk@burtonlatimertown.gov.uk



Burton Latimer Town Council Emergency Evacuation Procedures

Harold Mason Centre

In the event of an emergency evacuation staff members must always follow the outlined procedure as stated below.

Please give assistance to any members of the public within the premises at the time.

Please give assistance to any disabled persons where needed within the premises at the time.

1. If a fire or smoke is found within the premises and the Automatic alarm system has not activated you must activate the nearest call point by pressing it. This will raise the alarm within the building. Call points are located at every exit.
2. The nominated and trained fire marshal shall be responsible for calling the emergency services using the **999** calling code, giving them the full address of the premises.

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Please wait for the dispatcher to read the full address back to you before hanging up the phone.

3. A member of staff is to collect the visitors sign in book located in the main foyer, this will be used as your roll call document once at the Assembly point.
4. You must not collect belongings as you leave the building in a safe and controlled manner, following fire exit signage to the nearest exit door.
5. Nominated and trained fire marshal to complete a sweep of the area to make sure people have left the building.
6. Once you have exited the building you must head to the assembly point in a safe and controlled manner, the assembly point is located in the corner of the car park, behind the library.
7. The roll call must be completed to ensure that everybody has exited the building.
8. When the emergency services arrive at the premises you must tell them that the roll call has been completed and either everyone is present or that there are people missing from the assembly point. Please also tell the fire service if there are any hazards that may put fire-fighters lives at risk.
9. Do not re-enter the premises until told to do so by the emergency service.

When it is safe to re-enter the building the fire marshal should ensure that the evacuation paperwork has been filled out correctly and give it to the management team. The management team must ensure that they complete a de-brief and investigation to ensure that they understand the findings of the investigation and if required consider adding further control measures to lower the risk of another scenario.