



Whittlesey Town Council

EVACUATION PROCEDURE PEEL HOUSE 8 QUEEN STREET WHITTLESEY

Document History		
Status	Date	Version
Drafted by Clerk	January 2021	
Reviewed by Finance & Policy	14 th February 2022	
Adopted by Full Council		
Review date – 1 year or if there is a change in legislation		

PREMISES:

PEELHOUSE, 8 QUEEN STREET, WHITTLESEY, PE7 1AY

General

1. Immediately vacate the building by the way of marked emergency exits
2. Accompany all visitors off the premises
3. Each company who has space in the building must take a register of all their staff and visitors.
4. Tenants to sign a copy of the Evacuation procedure to acknowledge training on this procedure has been given.
5. Copy of the policy located in the Council Chamber, and by the Emergency Exits.
6. The Fire Marshall will be recognised by the high visibility vest with the words 'Fire Marshall' written on it.
7. The Council will conduct a test evacuation every six months.
8. In most cases the Clerk will be the 'Fire Marshall,' however all groups, residential tenants and Commercial tenants will be made aware of the muster points and should follow the evacuation point to a place of safety. There will also be two high visibility vests, one in the main offices by the alarm system, in the absence of the Clerk one of the commercial tenants should wear the hi vis vest, the other is in the Council Chamber. The Clerk will advise all groups using the chamber that they must appoint someone as the Fire Marshall who will wear the vest and ensure people are led out of the building and to a place of safety.

First Floor.

- a. Down the main staircase and out through reception and front doors.
- b. Down the main staircase and out through side door into gated compound, gates can be opened by breaking the 'Break Glass' box located on the left-hand wall as you exit through this door.
- c. Emergency exit located on first floor onto patio area, then use concrete steps to gated compound and break the Glass on the 'Break Glass' box located on the left hand by the side exit door under the tunnel.

Ground Floor

- a. Through reception and front doors.
- b. Through side door into gated compound, gates can be opened by breaking the 'Break Glass' box located on the left-hand wall as you exit through this door.
- c. An In / Out board is located by the staircase so the Fire Marshall (Town Clerk) will know which companies are on the premises.

Council Chamber

- a. Exit through the emergency door located in the main council chamber.

- b. Through the main doors gated compound and break the Glass on the 'Break Glass' box located on the left hand by the side exit door of the main building under the tunnel.
 - c. All groups have their own registration document, which must be taken by the leader of the group and handed to the Fire Marshall after exiting the building.
 - d. There are two assembly / muster points, all persons will be directed to the correct point
 - i. Muster point A – is in case of fire and is outside of Coles Barbers on Queen Street.
 - ii. Muster point B – is in case of an explosion and will be under the Buttercross on the Market Place.
9. When instructed re-enter the building, but only when authorised by a fire officer or council representative (Fire Marshall)