

# FIRE EMERGENCY PLAN

**SMP/FEP/001 Version 1** updated 17.7.2025

## Durham County Council

**The Willows**

**Dean Road**

**Ferryhill**

**Co Durham**

**DL17 8ET**

### Introduction

All DCC premises should have a written plan of how they intend to deal with a fire situation. The purpose of the emergency plan is to ensure that all people within the premises know what to do in the event of a fire and that the building can be safely evacuated.

This emergency plan for The Willows has been developed in conjunction with the premises fire risk assessment and has been made available to all employees and the employees of other organisations that share the premises.

The emergency plan includes the following:

#### Section

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## **. FIRE SAFETY ROLES AND RESPONSIBILITIES.**

The Following have responsibilities for fire safety at **The Willows**

### **Employees:**

- All employees should ensure that they are aware of the findings of the fire risk assessment.
- All employees should know how to raise the alarm and the actions to take in order to safely evacuate the premises.
- All employees should read and familiarise themselves with this emergency plan.

### **Managers:**

- Ensure all staff under their control are aware of the contents of this Fire Emergency Plan and are given sufficient information, instruction and training to deal with a fire situation in their workplace.
- Act as a Fire Co-ordinator for their section of the building.
- Liaise with Fire Marshals / The Facilities Manager and the Fire Service (If required).

### **Caretakers:**

There is a dedicated Caretaker for this premise. He will:

- Act upon requests made by the Facilities Manager / Fire & Rescue Service.
- Provide advice on the building i.e. Location of Services etc.
- If and when requested shut down plant / incoming services i.e. Boiler plant / Gas supplies etc.

### **Fire Marshals:**

- To assist with the evacuation of the premises in the event of a fire.
- To carry out any reasonable request made by their Fire Co-ordinator / manager to assist with the evacuation of a premises.

### **Facilities Management:**

- Ensure a fire risk assessment is in place and reviewed as required.
- Ensure that a Fire Emergency plan is developed, implemented and tested for effectiveness.
- Act as a coordinator for fire safety on the premises and liaise with partner organisations.
- Chair a premises user group meeting (see details below).

### **Premises user group meeting:**

- A meeting between premises users should be set up to meet regularly to discuss H&S / Fire Safety issues that arise on the premises and to ensure all parties are aware of the fire procedures for the building.

- The user group should comprise of:
  - A member of the DCC Facilities Management team.
  - A representative of each organisation occupying the premises.
  - Additional people may be invited as required i.e. H&S professionals etc.

## 2. EVACUATION PROCEDURE IN DETAIL.

### 1. Action to take upon discovery of a fire:

- Raise the alarm immediately by using the nearest Key / Break Glass call point.
- Commence the evacuation of the premises using the **nearest** safe exit route. The escape routes are highlighted in appendix 1.
- Do not attempt to tackle the fire unless it is safe to do so and you have been given instruction on the safe use of firefighting equipment.
- The fire alarm system is linked to a call receiving centre which will alert the Fire Brigade automatically.

### 2. If you hear the fire alarm sound on the premises you should:

#### **Staff / Members**

- Commence evacuation of the premises immediately.
- Use your nearest and safest escape route (remember this may not be the route you use to enter the building).
- ***Do not stop to collect personal belongings.***
- Proceed to the fire Assembly Point and await further instruction. Fire Assembly Points are shown in Appendix 2.
- Do not attempt to tackle a fire unless you have received specific training and it is safe to do so.
- No-one will be allowed to re-enter the building until authorisation is given by the Fire Brigade / Facilities Management team (DCC).

## Visitors

- If you have visitors, you should ensure that they evacuate the building safely. You should take them with you to your designated assembly point.
- Visitors attending meetings / training courses should be taken to the correct Fire Assembly Point by the meeting / training organiser.
- Members of public in the reception areas will be evacuated by a designated Fire Marshal.

## Movement of Vehicles Prohibited

### Vehicles must not be moved during a fire incident.

As well as causing a potential risk to the large volume of staff that have been evacuated from the building, the movement of vehicles is likely to cause congestion in the car park and delay the arrival of emergency services.

## Fire Marshals

- The premises are divided into zones (See appendix 3); each zone is controlled by the organisation utilising it. A designated Fire Marshal should be appointed to cover all areas. The Fire Marshal will carry out a sweep of their area to ensure all persons are safely evacuated.
- Fire Marshals are supplied with yellow high visibility waistcoats so that they can be easily identified. It should be worn at all times during an incident.
- On activation of the fire alarm, fire Marshals will calmly check all rooms in the area designated to them, including service rooms, toilets, storerooms etc.
- *If a Fire Marshal discovers the location of a fire, they should report this immediately to their Manager (Fire Co-ordinator).*
- Marshals should calmly inform all persons to immediately evacuate the building, directing them to their nearest escape route.
- If a member of staff refuses to leave or an area cannot be accessed: do not spend any unnecessary time trying to encourage them to leave. This information should be passed to your Manager / Senior Fire Coordinator.
- ***If safe to do so*** Fire Marshals should close all windows and doors whilst clearing an area.
- After carrying out a sweep of their area, Fire Marshals should meet adjacent to the Fire Assembly Point.

- Fire Marshals should collate the following information and report to their Senior Manager. The Senior Managers of all user groups will liaise with the Fire Service:
- which areas have been swept
- whether areas are clear
- if any areas are not clear giving the reason, i.e. people refusing to leave, area could not be accessed
- Location of fire, if detected.
- Fire Marshals should then make their way to their allocated Assembly Point. They should keep staff informed as best they can and should prevent anyone from leaving the area or re-entering the building until the all clear has been given.
- Fire Marshals should then follow any reasonable instruction of their Manager / Senior Fire Co-ordinator to help assist with the evacuation of the premises.

### **Senior Managers.**

In the event of a fire the Senior Manager from each Organisation should act as a Co-ordinator and take overall charge of their staff/working area

The Senior Manager (or those deputising for them) will wear orange high visibility waistcoats at all times during a fire incident so that they can be easily identified. They will also liaise with the Fire & Rescue Service.

## **3. Conclusion of a fire incident**

Verbal confirmation will be given to signify the conclusion of a fire incident and that it is safe to re-enter the building.

You must not re-enter the building unless told that it is safe to do so.

This will apply whether it's a fire drill or a real incident.

A nominated responsible person (preferably the business manager /receptionist who deals with the attendance register) will report to the fire assembly point along with the appropriate paperwork; the roll call of those in the buildings that day, including staff, students and any others if safe to do so.

It is safe to return to work only after the fire warden in charge of the incident has stated it is safe to do so. Staff will then be allowed to return and re-enter the building

## **4. Prolonged Incident**

In the event of a prolonged incident staff will be sent home or to work from other locations depending on service requirements.

## 5. Debriefing

A de-briefing will be held with Fire Marshals, the Senior Manager and other relevant people as soon as practicable following every incident

## 3. ASSEMBLY POINTS

The premises fire assembly point is located at:

- The Willows should leave the premises through the emergency exits and onto the assembly point which is allocated at the top of the rear yard on the hill.

## 4. CALLING THE EMERGENCY SERVICES.

The Willows is fitted with automatic fire detection and alarm systems. This alarm is linked to a call receiving centre and therefore the Fire Brigade will be called automatically.

If the Fire Service has to be called this can be done by dialling '9' for an outside line and then '999' or 112. It is advised that one of the Senior Managers confirms the fire alarm scenario by telephoning the fire service to confirm the incident. The caller should state the premises address:

**The Willows  
Dean Road  
Ferryhill  
Durham  
DL17 8ET**

## 5. PEOPLE NEEDING ASSISTANCE WITH EVACUATING THE PREMISES

Durham County Council operates a Personal Emergency Evacuation Plan (PEEP) Policy. Any person that needs assistance evacuating a premise should have a PEEP completed. The PEEP will give details of exactly how the evacuation will take place for that individual and the details of any persons assigned to assist.

Copies of the PEEPs documentation can be found on the H&S pages of the DCC intranet.

## **6. FIRE MARSHALS**

Iain Mason has received training to be a fire Marshal for the premises. Each Fire Marshal has been given a designated area to cover; these areas are indicated on the plans attached to this document at Appendix 4.

## **7. ARRANGEMENTS FOR FIGHTING A FIRE.**

Staff should not attempt to fight a fire unless they have been given specific training to do so and are confident they can do so without putting themselves at risk.

As so far as is reasonably practicable, staff will attempt to tackle the fire using appropriate fire equipment (fire extinguishers) and if possible carry out an effective sweep of every Key Stage to assist/ensure that each person has safely evacuated.

Firefighting equipment is provided on the premises in various locations. Fire Marshals trained in the use of this equipment should familiarise themselves with these locations. However, they should only use this equipment if they are confident to do so without putting themselves at risk.

## **8. OTHER SPECIFIC DUTIES THAT NEED TO BE COMPLETED (AND THE PERSON RESPONSIBLE).**

- Isolating Gas / Electricity Supplies (At the request of the Brigade) – Facilities Management team/ Direct Services.
- Informing of Asbestos containing materials – Facilities Management team/ Direct Services.

## **9. PLANS TO DEAL WITH PEOPLE WHEN THEY HAVE EVACUATED THE BUILDING.**

In the event of a prolonged incident staff, will be sent home or to work from other locations depending on service requirements.

The Willows have their own Business Continuity plans in place and make arrangements to relocate staff in the event of the building receiving significant damage.

## **10. USEFUL CONTACTS.**

**Durham and Darlington Fire & Rescue Service – 0845 305 8383**

**Property Help Desk – 0300 0267 890**

**Direct Services – 0300 0269 100**

**Facilities Management**

**Corporate H&S Unit – 0300 0263 430**

**Service H&S Units:**

- Adults, Wellbeing & Health – **0300 0265 787**
- Children's & Young Peoples – **0300 0269 068**
- Neighbourhood Services – **0300 0269 160**

## **Appendix 1 - Identification of Key Escape Routes.**

### **The Willows**

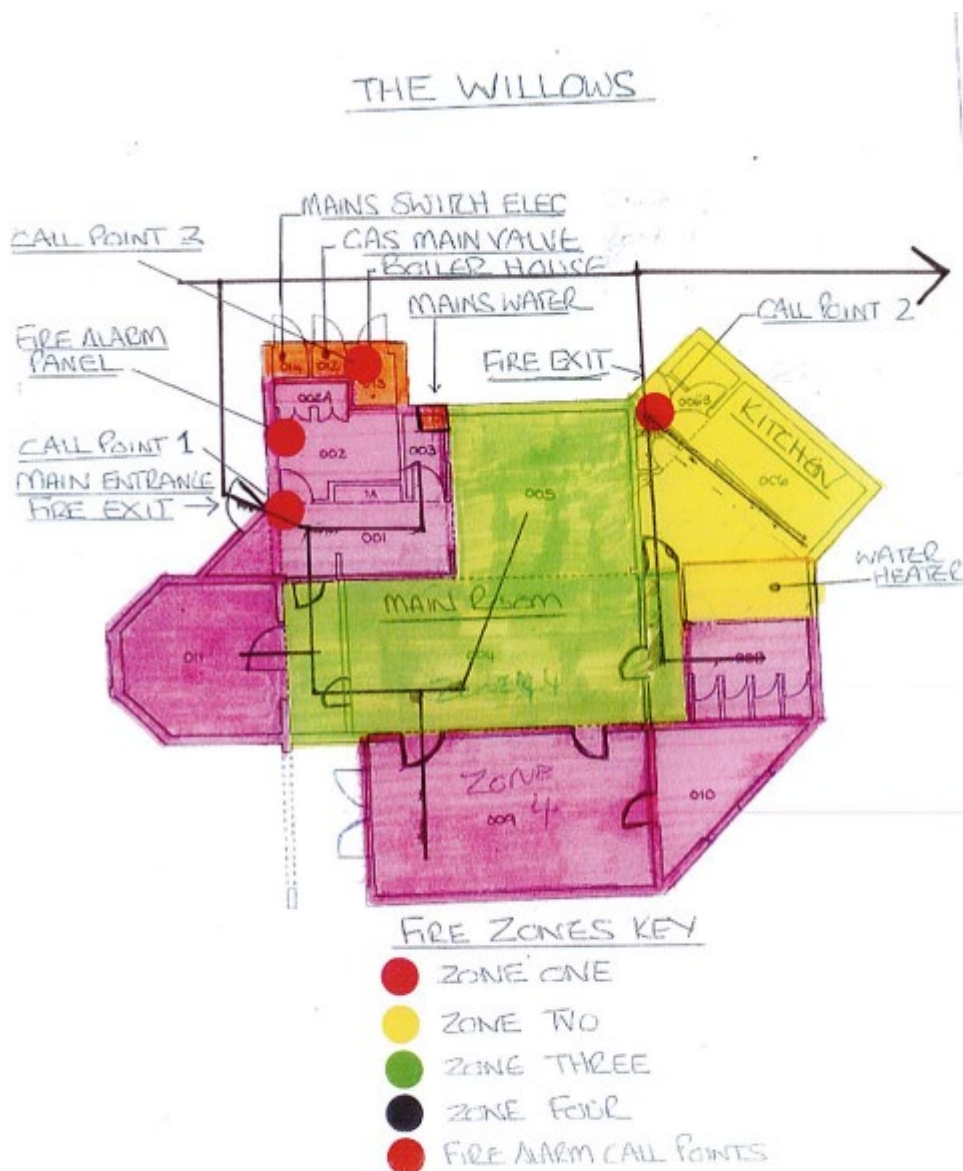
- Main entrance
- The Kitchen



## Appendix 2 – Plans of Assembly Points.

- Everyone from The Willows should leave the premises through the emergency exits and onto the assembly point which is allocated at the top of the rear yard on the hill.

### The Willows



## **Appendix 3 – Fire Marshals**

Iain Mason

## **Appendix 4 – Search Areas.**

The Willows – Iain Mason

