

Document Control

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Next review date: July 2027

CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL

Fire Alarm Procedure – Arminghall village hall

1. On Discovering a Fire

Any person discovering a fire should:

- Activate the nearest fire alarm call point immediately.
- Call 999 and request the Fire and Rescue Service.
- Only attempt to tackle the fire if:
 - it is safe to do so,
 - and the fire is very small.

2. On Hearing the Fire Alarm

All hall users should:

- Leave the building immediately by the nearest safe exit.
- Not stop to collect belongings.
- Close doors behind them where possible.
- Proceed to the designated assembly point.
- Not re-enter the building until authorised.

3. Assembly Point

The Parish Councils designated assembly point: Green grassed area opposite village hall beside the junction of Church Close/Arminghall Lane.

This location is included on the Fire Evacuation Plan displayed in the hall and within the Fire Safety Policy and Fire Safety Information Sheet.

4. Responsible Persons / Hall Representative

The named hirer shall take the lead role until relieved by a member of the Parish Council. The named hirer must contact the person from whom the keys were collected and remain the principal point of contact until a Parish Council representative is present.

Where it is safe to do so, the named hirer should check that the building has been fully evacuated.

Upon arrival of the Fire and Rescue Service, the named hirer should meet attending crews and provide any relevant information, including:

- Details of anyone unaccounted for;

- Any known hazards within the building

5. Alarm Testing

The Parish Council should ensure:

- weekly alarm tests, to record test in the fire log book
- monthly, emergency lighting flick test
- annually, full system service by competent contractor, to include inspection and testing of smoke detectors
- records maintained in a fire log book.

6. Emergency Lighting and Escape Routes

The hall should maintain:

- illuminated or clearly marked exits,
- unobstructed escape routes,
- emergency lighting where required.

7. Hirers and Community Groups

All hirers should receive basic fire safety instructions, including:

- fire exits,
- assembly point,
- alarm procedure,
- prohibition on blocking exits.

These are included in the Fire Safety Information Sheet.

Recommended Documents

The Parish Council should keep:

- Fire Risk Assessment
- Fire Log Book
- Evacuation Procedure
- Emergency Contact List
- Maintenance Certificates