

# FIRE HANDBOOK



MORPETH TOWN HALL

Morpeth Town Council Fire Log Book

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## Morpeth Town Council Fire Log Book

### **INTRODUCTION**

This fire handbook relates to:

**MORPETH TOWN HALL  
MARKET PLACE  
MORPETH  
NORTHUMBERLAND  
NE61 1LZ**

This fire handbook has been produced to provide advice with the aim of reducing the chances of a fire happening in these premises. In the event of a fire, it explains how to get everyone out of the building quickly and safely.

This handbook **MUST NOT BE REMOVED** from the premises.

**REMEMBER IF THERE IS A FIRE – HOWEVER SMALL – GET EVERYONE OUT OF THE BUILDING AND DIAL 999 FIRE & RESCUE SERVICE.**

A copy of the Fire Policy and Risk Assessment is held at:

Reception  
MORPETH TOWN COUNCIL,  
Morpeth Town Hall  
Morpeth  
Northumberland  
NE61 1LZ

### **DETAILS OF PREMISES & EVACUATION ROUTES**

Morpeth Town Hall comprises of ground floor, first floor and second floor rooms and the cellar is accessed from the ground floor rooms.

The premises provide accommodation for 5 employees located in the old Caretakers flat area, 2 employees on reception in the Butter market and 2 employees located in the Robeing room on the second floor.

Other rooms within the premises provide ad hoc venue use from 8am to 12midnight Monday to Sunday including some Bank Holidays.

The building has an automatic wireless fire alarm system supplied and maintained by ADT Fire & Security and SPIE. A 24 hour battery back up is attached to the system. The alarm panel is located in the Corn Exchange next to the entrance doors.

The Fire Alarm System is connected to the Intruder Alarm Specialist Central Surveillance Centre for remote monitoring.

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In the event of a fire the alarm will automatically activate. In the event of discovering a fire activate the break glass point to ensure the alarm is fully activated and all people in the whole of the building are aware of the fire.

- Do not stop to investigate the fire or collect valuables.
- Do not open any doors until checked for heat using the back of your hand – if it is warm the fire is on the other side.
- If there is a lot of smoke, crawl along the floor as the air is cleanest at floor level.
- Do not go back into the building for any reason.
- Call the Fire and Rescue Service.

A plan of the building is provided in this booklet, highlighting the evacuation routes, locations of fire fighting equipment and break glass points.

### **Evacuation Route from Rear Offices and Staff Kitchen**

1. Leave the offices by the rear main door through the kitchen
2. Exit the courtyard area
3. Assemble on the Market Place under the west banner Pole.

### **Clerk & Deputy Clerk Offices on the First Floor**

1. In the event of a fire blocking the evacuation route on the stairs
2. Enter the Clerks Office and open the window.
3. Exit the window if possible and land on the kitchen roof
4. Descend from the kitchen roof into the yard area
5. Assemble on the Market Place under the west banner pole.

### **Evacuation Route from Reception and Buttermarket**

1. Leave reception
2. Proceed through the Butter market
3. Assemble on the Market Place under the west banner pole.

### **Evacuation Route from Corn Exchange and Kitchen**

1. Leave through back doors in the Corn Exchange.
2. Assemble on the Market Place under the west banner pole.
3. Alternatively, proceed through Butter Market on to the Market Place.

**Evacuation Route from Ballroom, Ante Room, Mayors Parlour and Council Chamber.**

1. Descend using the main staircase
2. Proceed through the Butter market
3. Assemble on the Market Place under the west banner pole.
4. Alternatively use the Fire Exit and Escape next to the toilets.
5. Descend using the Fire Escape stairs
6. Assemble on the Market Place under the west banner pole.

**Evacuation Route from the Robing room on the 2<sup>nd</sup> Floor.**

1. Descend using the staircase and then onto the main staircase.
2. Proceed through the Butter market
3. Assemble on the Market Square under the west banner pole.
4. Alternatively use the Fire Exit and Escape next to the toilets on the first floor.
5. Descend using the Fire Escape stairs
6. Assemble on the Market Place under the west banner pole.
7. If the Second floor stairs are blocked then access onto the roof is a final option. Try to alert the Fire Brigade of your location for rescue.

**Safe Room**

If you cannot escape from the building you should

1. Find a room which is furthest away from the fire where you can wait for the emergency services.
2. The room should ideally have a telephone and a window which opens.
3. Any gaps at the bottom of the door should be sealed to prevent smoke and fumes getting into the room.
4. Open the window and stay close for fresh air and try to be seen from outside
5. Let the Fire and Rescue services know your precise location

**Calling the Fire and Rescue Service**

1. Call 999
2. Give the full address of the premises
3. Say what is on fire and where
4. Explain if anyone is trapped or unaccounted for
5. If in a safe room explain exactly where you are in the building

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### **Evacuation Chairs**

There are two evacuation chairs in the Town Hall available for use by people with disabilities.

These are located:

- On the first floor, outside the toilets, next to the Fire Exit.
- On the second floor, on the landing outside the toilets.

### **Refuge Points**

There is a refuge point on the first floor outside the toilets. Emergency calls can be made down to the Corn Exchange from this location through the Emergency Voice Communication System (EVCS).

There is also an EVCS located on the second floor.

**FIRE PREVENTION**

- Ensure you know the fire evacuation route for the premises.
- Keep all exits and routes clear so that people can escape if there is a fire.
- Do not tackle any fire unless you are competent to do so.
- Close all doors to keep escape routes free from fire.
- Make sure that any keys for doors can be easily found.
- Keep electrical leads, tea towels and cloths away from the cooker and hob.
- Keep the oven, hob, toaster and grill clean as a build up of crumbs and grease can easily catch fire.
- Do not put any metallic item inside the microwave.
- Make sure the oven and hob is switched off after use.
- All electrical appliances need to be tested annually and unplugged when not in use.
- Do not overload electrical sockets.
- Smoking is prohibited in all Morpeth Town Council Premises.
- The use of candles is prohibited except in the case of celebration cake candles.
- Christmas tree lights need to be checked before use to ensure that they are safe.
- Fireworks are prohibited in all Morpeth Town Council Premises or sites.

## **USE OF FIRE EQUIPMENT**

### **Break Glass**

On discovering a fire the break glass should be depressed and broken to raise the alarm.

### **Fire Blankets**

These are lightweight sheets of fire-resistant material which are used to cover a fire to cut off its oxygen supply or to wrap around a person whose clothes are on fire. The blanket is held in a holder on the wall.

Pull the tapes to remove the blanket

Cover fire and leave in position

Turn off gas or electricity

Leave until cold.

### **Fire Extinguishers**

These are pressurised cylinders containing:

Water

Dry Powder                      Not to be used on liquid, electrical or metal fires.

Foam                                Not to be used on liquid, electrical or metal fires.

Carbon Dioxide                Not to be used on metal fires.

**Fire extinguishers are quick and simple to use**

- Pull out safety pin
- Direct nozzle at the base of the fire
- Squeeze the lever whilst holding the extinguisher upright.







