



FIRE EVACUATION POLICY

Date of adoption: 22nd July 2025

1. Purpose

This policy outlines the procedures to follow in the event of a fire to ensure the safety of all occupants and visitors at The Pavilion, Tithes Lane, Tickhill.

2. Scope

This policy applies to all staff, volunteers, contractors, visitors, and hirers of The Pavilion.

3. Fire Safety Responsibilities

- **Responsible Person:** For hirers this is the contracted hirer or group lead.
- **All Occupants:** Must follow evacuation instructions and not put themselves or others at risk.

4. Fire Detection and Alarm Systems

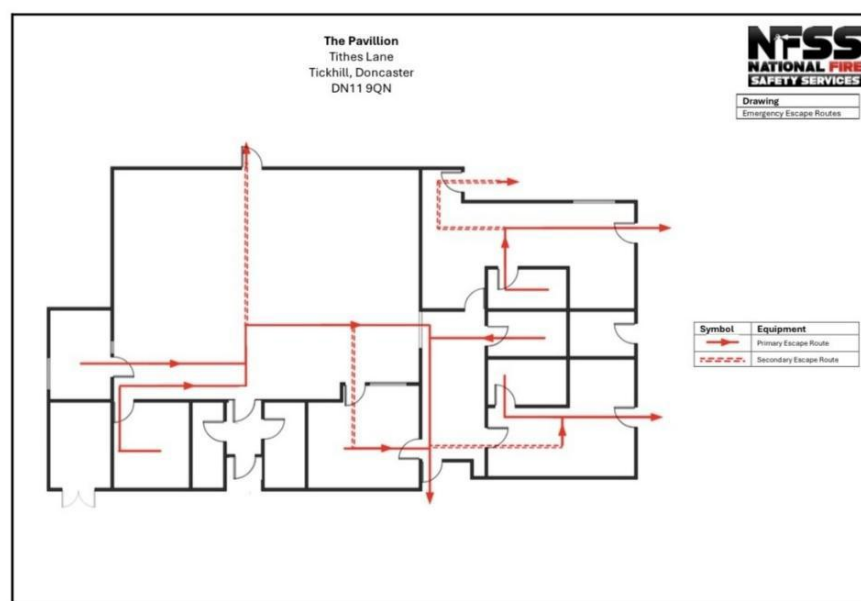
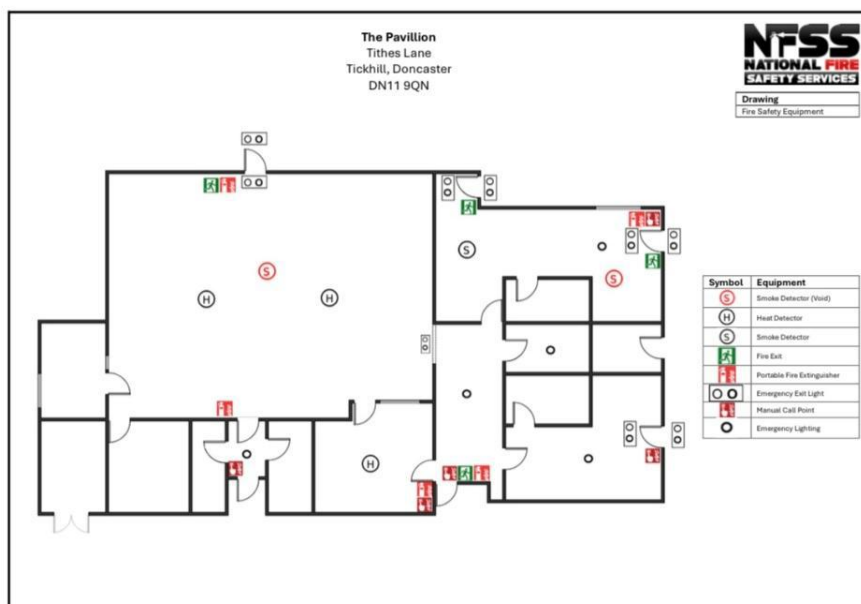
- The building is equipped with smoke detectors and an audible fire alarm system.
- Manual call points (break glass units) are located at key exits.
- Fire alarm testing is conducted and recorded weekly.
- Emergency Lighting testing is conducted and recorded monthly
- Maintenance of fire equipment is carried out in line with Regulatory Reform (Fire Safety) Order 2005 (RRO) by accredited professionals.

5. Fire Evacuation Procedure

Upon Discovery of a Fire:

- Raise the alarm immediately using the nearest fire alarm call point.
- Dial 999 and request the Fire and Rescue Service. State:
“There is a fire at The Pavilion, Tithes Lane, Tickhill, DN11 9QN”. **NB** as Tithes Lane has restricted access due to the narrow lane, please advise the emergency services to access the building using the gate off ‘Herrill Ings onto the recreation ground. What3Words **stud.smarting.voter**.

- Evacuate the building via the nearest safe exit.
- The Fire Evacuation plans below are placed around the building showing the designated fire evacuation routes and emergency exits within the premises. These routes must remain unobstructed at all times and are to be used exclusively in the event of a fire or other emergency requiring evacuation.
- All users of the building must familiarise themselves with the nearest escape routes and fire exits. Signage is clearly displayed throughout the building to guide occupants to the nearest safe exit in an emergency.
- Do not stop to collect personal belongings.
- Do not attempt to tackle the fire



Upon Hearing the Fire Alarm:

- Stop all activities immediately.
- Leave the building calmly via the nearest exit.
- Close doors behind you.
- Assist those who require help, if safe to do so.
- Proceed directly to the **Fire Assembly Point**: which is located near the play park on Tithes Lane Recreational Ground.
- If exiting via the rear doors onto the bowling green, please then proceed through the gates out to the **Fire Assembly Point**. The lead of each party (contracted hirer) has the access code to the key safe situated on the wall outside the building which contains the padlock key in the event the gate is locked. In the event access through this gate is not possible, the **secondary Fire Assembly Point** is at the far end of the Bowling green away from the building (identified by signage)

6. Fire Assembly Point

- The designated assembly point is located at: The playpark on the Recreation Ground.
- The secondary assembly point as identified in point 5 is at the far end of the bowling green, away from the building
- A roll call or headcount must be conducted by the lead party (contracted hirer) if applicable.

7. Do Not

- Re-enter the building until the Fire and Rescue Service or Responsible Person confirms it is safe.
- Obstruct fire exits or routes.
- Tamper with fire safety equipment.
- Attempt to tackle the fire

8. Special Provisions

- A Personal Emergency Evacuation Plan (PEEP) must be created for any individuals with mobility or sensory impairments. This should be conducted by the lead of the organisation they are a member of and a copy sent to the Clerk to Tickhill Town Council.

- During public or private events, event organisers must ensure attendees are briefed on evacuation procedures.

9. Training & Drills

- All staff must receive annual fire safety training
- All hirers must be made aware of this, and all other fire safety documents and must sign to agree to abide by them
- Fire evacuation drills will be conducted at least once per year.
- The fire evacuation plans in this do

10. Review and Updates

- This policy shall be reviewed annually or after any fire-related incident.

Approved by: Full Council

Date: 22nd July 2025

Next Review Date: August 2026