

St Just in Roseland Parish Council

Millennium Rooms - Fire Safety Drill Policy



1. Purpose

To ensure all occupants know how to safely and quickly evacuate the premises in the event of a fire or fire alarm.

2. Scope

Applies to all employees, visitors and contractors within the premises during working or operational hours.

3. Responsibilities

Parish Clerk/Administrator

- Plans, coordinates and evaluates fire drills. Ensures all exits, alarms, and equipment are functional.
- Ensures alarm activation, unlocks emergency exits, and resets the system post-drill.
- Guide occupants to exits, check all rooms, assist those needing help, and report all-clear to the coordinator

Staff/Visitors/Volunteers

- Ensure familiarity with fire alarms, exits and drill procedures.

4. Procedure

A. Preparation – Inspect alarm systems, exit routes and emergency lighting

B. Initiating the Drill

1. Sound the fire alarm without prior notice to test readiness.
2. Clerk/Administrator begin guiding evacuation immediately.
3. Observe occupant response times and behaviour.

C. Evacuation

1. Stop all work and leave belongings behind.
2. Use nearest safe exit – do not use elevators.
3. Assist anyone with disabilities or mobility issues.
4. Proceed to the designated assembly area.
5. Parish Clerk/Administrator to visually check toilets, storerooms, and offices before leaving.
6. Close doors (do not lock) to slow fire spread.

D. Roll Call at Assembly Point

1. Gather at lower car park machine
2. Stay clear of the building until the 'all clear' is announced.

E. Post-Drill Evaluation

Parish Clerk/Administrator documents:

1. Time taken to evacuate
2. Observed issues or unsafe behaviour
3. Effectiveness of alarm and communication systems

5. Frequency

At least twice a year (every six months) or as required by local regulations.

6. Documentation

Fire Drill Report Log maintained (Parish Office)

Approved by: St Just in Roseland Parish Council

Date of Issue: 01/12/25

Next Review Date: 01/12/27