

Dear Member

Welcome to Epping Forest District Council

As the Contingency Planning & Corporate Safety Officer, it is my role to inform you of the emergency fire procedures that you will need to know when attending the Civic Offices.

Fire Safety:

The building is equipped with a modern prevention and detection alarm system which is tested at **15:00hrs weekly on Fridays**. It would be beneficial if you could attend at that time at least once, so that you are familiar with the sound of the fire alarm.

During the working day, Fire Marshals are responsible for checking all areas of the buildings, including the committee rooms, members lounge and council chamber and escorting officers, Members and visitors to the safe assembly point. The assembly point is the grassed area below the war memorial to the north side of the council offices. You are required to comply with procedures and evacuate efficiently and quickly.

Outside working hours, the Superintendents will be responsible for checking all areas of the council building, however all persons have responsibility themselves to self-evacuate via the nearest safest fire exit to the assembly point above.

All officers and Members are requested to leave the building by 22:15hrs so that the Superintendents can carry out a full security search and closure of the building before their shift ends at 22:30hrs. Once they have gone a night security officer is on duty, but may not be aware of anyone in the building if the fire alarm activates.

Please note these procedures are currently under full review, but you should comply with these as they stand and you will be notified of any changes as soon as they are agreed and published.

Any queries or questions relating to the above can be addressed to: [llipscombe@eppingforestdc.gov.uk](mailto:llipscombe@eppingforestdc.gov.uk)

Lisa Lipscombe

Contingency Planning & Corporate Safety Officer