

Fire Evacuation Plan – Polkyth House

Premises: Polkyth House, St Austell

Responsible Organisation: Cornwall Council (Safe and Well St Austell)

Document created: April 2026

Review date: April 2027 (or sooner if changes occur)

1. Purpose

This Fire Evacuation Plan sets out arrangements for safely evacuating all staff, visitors, partner agencies, contractors, and service users from Polkyth House in the event of a fire or suspected fire.

This plan is in compliance with the Regulatory Reform (Fire Safety) Order 2005 and must be followed at all times.

2. Premises Description

Polkyth House is a multi-agency workplace used by Cornwall Council services, partner organisations, and external visitors.

The building includes:

- Two open-plan offices and communal areas
- One large Training Room with direct external exit
- Three interview / 1:1 rooms
- One Needle Exchange room
- One Clinical room
- Kitchen
- Male, female, unisex and accessible toilets

Access and Egress

- The building has two main entrances/exits, located on the left and right sides of the building
- Both entrances are controlled by swipe/ID access
- Visitors enter via doorbell and must be collected by staff

3. Fire Detection, Alarm, and Warning

- The premises are protected by an automatic fire detection and alarm system
- Manual call points are located throughout the building
- The fire alarm is tested every Friday between 07:00 and 08:00

Fire Alarm Activation

On hearing the fire alarm:

- Treat the alarm as a real emergency at all times
- Do not assume it is a test unless explicitly informed
- Begin evacuation immediately

4. Evacuation Procedure (Step-By-Step)

When the fire alarm sounds:

1. Stop work immediately
2. Leave the building by the nearest safe exit (image 1)
3. Swipe access is automatically deactivated in the event of a fire
4. Do not attempt to lock doors
5. Assist visitors and colleagues as appropriate
6. Proceed directly to the designated assembly point (image 2)

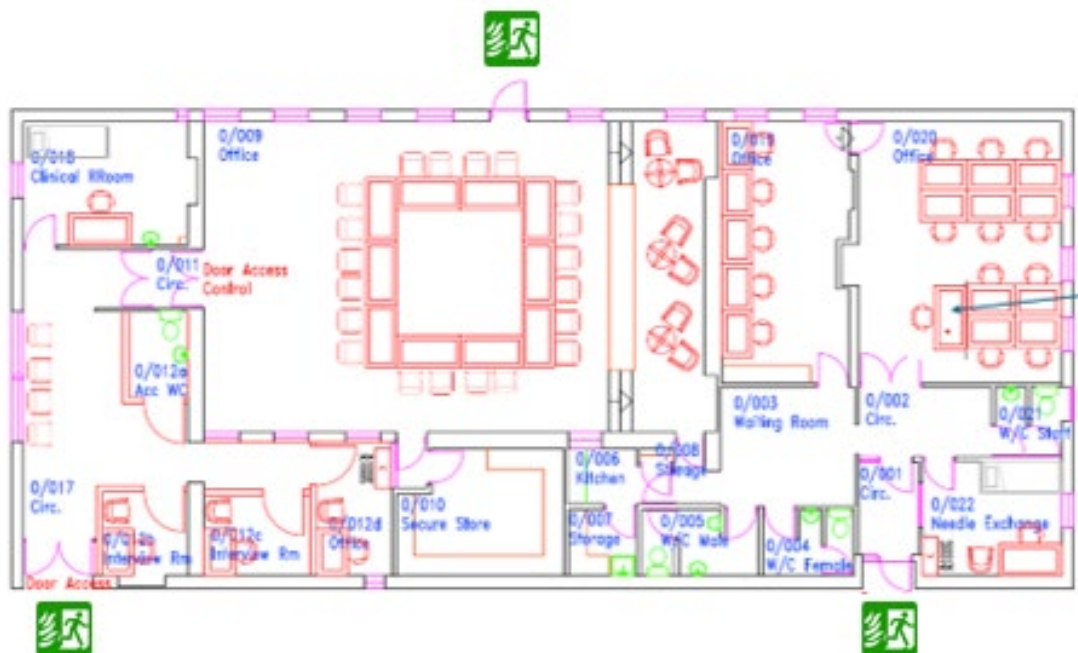
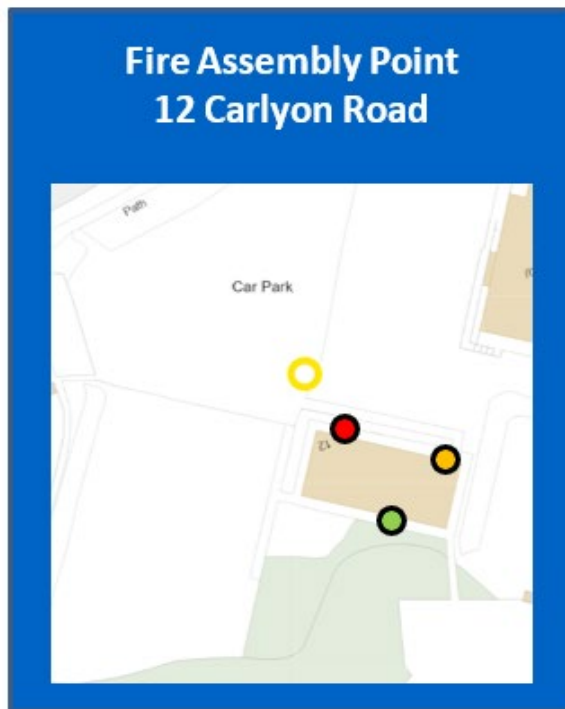


Image 1


Final Exits:

- Main Entrance
 ● Lower Entrance
 ● Main Office

Image 2

Do not:

- Collect personal belongings
- Re-enter the building for any reason
- Delay evacuation to investigate the alarm

5. Escape Routes

- Escape routes are clearly signed throughout the building
- Occupants must familiarise themselves with primary and secondary routes from their usual work areas
- The Training Room has direct external access, which should be used where safe and appropriate
- Alternative routes must be used if a route is blocked by smoke or fire

6. Assembly Point

- The designated fire assembly point is located in the car park outside Polkyth House (image 2)
- All evacuees must report directly to the assembly point
- Remain at the assembly point until instructed otherwise

No one is permitted to leave the site or re-enter the building until authorised by the Fire Warden or Emergency Services.

7. Signing-In and Roll Call

- All staff, visitors, contractors, and external attendees must sign in upon arrival
- Sign-in registers are located in the large office and the waiting area on the left side of the building

Roll Call Procedure

- The Fire Warden (or delegated responsible person) will take the sign-in registers to the assembly point
- A roll call will be conducted
- Any missing or unaccounted persons must be reported immediately to the Fire and Rescue Service

8. Roles and Responsibilities

Responsible Person (Site / Duty Lead)

- Ensure fire safety arrangements are maintained
- Ensure evacuation procedures are followed
- Take the sign-in register to the assembly point
- Liaise with Fire and Rescue Service

Fire Wardens (when onsite)

- Encourage immediate evacuation
- Sweep designated areas if safe to do so
- Ensure all known occupants have evacuated
- Take the sign-in register to the assembly point
- Report missing persons to emergency services

Meeting Leads / Trainers

- Take responsibility for all attendees within their session
- Ensure visitors and service users evacuate promptly
- Confirm their group is present at the assembly point

All Occupants

- Follow evacuation instructions without delay
- Assist visitors and those unfamiliar with the building
- Report hazards, mobility concerns, or evacuation issues

9. Personal Emergency Evacuation Plans (PEEPs)

- Any individual who may require assistance to evacuate must have a Personal Emergency Evacuation Plan (PEEP) in place
- This includes mobility, sensory, cognitive, or health-related needs

Responsibilities:

- Managers and meeting leads must identify PEEP requirements in advance
- Agreed evacuation arrangements must be communicated and followed

10. Fire-Fighting Equipment

- Fire extinguishers are located near the main entrance and inside the kitchen
- Extinguishers are provided for first-aid firefighting only

Important:

- Fire extinguishers must only be used by trained staff
- Evacuation must never be delayed to fight a fire

11. Emergency Services

- Fire and Rescue Service: 999
- The responsible person or Fire Warden will provide:
 - Building address
 - Nature of the incident
 - Details of anyone unaccounted for

- If a contact number is requested please provide Lorne Stewart's number 01752 768008

12. Post-Evacuation Arrangements

- Remain at the assembly point
- Await instructions from Fire Wardens or Emergency Services
- Do not re-enter the building until it is formally declared safe
- Any evacuation issues or concerns must be reported and recorded

13. Training, Information, and Drills

- Fire safety and evacuation information is available in waiting areas, Training and Interview Rooms
- Fire safety arrangements are shared with staff, trainers, and meeting leads
- Fire drills should be carried out periodically where practicable

14. Monitoring and Review

This Fire Evacuation Plan will be reviewed:

- At least annually
- Following any significant change to the building or use
- After a fire, evacuation, or drill

15. Key Contacts

Safe and Well St Austell

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