

Appendix D Procedures in place to mitigate the risk of fire at the Cambourne office

The Council services provided from the Cambourne office can be disrupted by a range of incidents, including fire.

The Council's Business Continuity Plan formalises the Council's general strategies to mitigate such risks and facilitate the recovery process if an incident occurs that seriously impedes the Council's abilities to maintain its normal services to the community.

The Council takes a range of precautions to help protect itself from exposure to foreseeable incidents. For fire, these include:

1. Automatic fire detectors are installed throughout the Cambourne office (heat and/or smoke, as appropriate to the location);
2. Specialist fire detectors are installed in the computer server room;
3. All fire detectors have a direct line through to the Fire Service Control Centre;
4. Regular checks are carried out on fire detectors to ensure that they are in working order;
5. Fire alarms are installed throughout the Cambourne office;
6. Weekly testing of fire alarms is carried out on a programmed basis to ensure that they are in working order;
7. Computer equipment that does not run processes, or need to remain on for other reasons, is automatically shutdown overnight;
8. Annual inspection and testing is carried out on all portable electrical appliances;
9. A No Smoking policy is in force on the whole Cambourne office site;
10. There is provision of fire fighting equipment throughout the Cambourne office (these are visually inspected on a monthly basis; and contracted annual maintenance checks are carried out);
11. Fire evacuation instruction signs are posted throughout the Cambourne office;
12. There are designated evacuation assembly points;
13. Clear signage for emergency exits etc is posted throughout the Cambourne office;
14. There are trained fire wardens throughout the Cambourne office;
15. Regular unannounced evacuation procedure practices are carried out.

Precaution numbers 10 to 14 above are also immediate procedures to safeguard staff, Members, visitors and the public in the event of a fire at the Cambourne office.

In addition, the Council's Business Continuity Plan includes the following:

- Emergency office accommodation & services - details of locations where Council staff could be re-located to on a short-term basis and the services that they would require following an incident (note: the number 1 priority within 24 hours is the identification of alternative premises and for offices to be up and running);
- Service Area Recovery plans - each service has a business recovery plan;
- Telephones & ICT - plans exist for the installation of emergency telephone lines if required in short notice; the Council's ICT Recovery Plan would be activated at the earliest opportunity depending upon the type of incident and its consequences.

The risk of fire at the Cambourne office is included in the Facilities Management section of the Affordable Homes risk register (Impact: A Extreme; Likelihood: 6 Rare).