

Fire Emergency Escape Plan

General Emergency Plan for: Andreas Russo	
Premises address and contact number: 63 Canwick Rd Lincoln LN5 8HE, UK +44 7830 885825	
Plan date	11/11/2024
Review date	02/12/2025

Sound of the alarm
Warning Siren

Raising the alarm

<p>In the event of a fire:</p> <p>If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning.</p> <p>If fire is detected by automatic detectors, this will trigger the fire alarm</p>
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Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:
(modify/delete as applicable to your site)

- will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)
- pick up visitors signing in book/sheet from reception desk (You may decide this is not necessary if the building is small/there are no hidden areas etc. and it is obvious where any contractors' visitors would be and so would be easily covered in a sweep)
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger buildings into areas/sections to be swept by designated staff members), providing assistance to those needing additional help in evacuating
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Lifts are not to be used for evacuation (Note –You may have written confirmation stating they are suitable for this purpose i.e. they may be properly designed fire evacuation lifts)
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are: (detail designated fire escape routes)

1. Front Door (Main)

2. Back Door

Fire assembly point

The assembly point is: Anywhere outside Infront of the house

Fighting fires – Fire Blanket

A fire blanket is an essential safety tool for smothering small fires quickly and effectively, particularly grease or kitchen fires, without the use of water. It is user-friendly and requires no special training, making it ideal for emergencies where a fire extinguisher might not be the best option. Place it in an easily accessible location near high-risk areas, such as the kitchen or workshop, for rapid response.

Location of key safety hazards or other fire related equipment

- **Gas supply shut off:** Outside
- **Mains fuse box:** Mail Hall
- **Mains water inlet:** Main Hall
- **Gas/oxygen cylinders:** In Kitchen
- **Location of fire alarm panel:** In Main Hall

Equipment needed to affect the emergency plan

The required equipment includes a mobile phone for immediate communication, two-way radios for staff coordination, torches for visibility during power outages, and hi-visibility tabards to identify key personnel. Additionally, evacuation chairs are available to assist individuals with mobility issues, ensuring a safe and efficient evacuation process. All equipment is strategically placed and regularly maintained to support the emergency plan effectively.

Variations to plan

Variations to normal working arrangements, such as late opening, special events, lone working, or unusual activities, can present unique risks, including reduced staff presence, overcrowding, and obstructed exits. To address these, alternative measures such as additional staff for crowd management, clear exit routes, mobile phones or two-way radios for communication, personal alarms for lone workers, and risk assessments for maintenance activities should be implemented.

Back up arrangements

In the event of fire alarm system failure, the property is equipped with emergency contacts to promptly notify relevant authorities or services. Manual call points are in place to allow occupants to raise the alarm manually. Staff are cross-trained to handle emergency protocols, ensuring continuity during absences.

Responsibilities

For ensuring plan is up to date	Usually, the premises manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Escape Routes

The escape routes from the building are

1. Front Door (Main)

2. Back Door

(Fire Blankets Are in Kitchen)