



**CONNECTIONS 2 INDEPENDENCE**

**YOUR STEPS, ARE OUR STEPS**

## **FIRE EVACUATION PLAN**

# **Fire Evacuation Plan**

12 Oxford Terrace, Gloucester, GL1 3NT

Emergency Evacuation Plan for: **CONNECTIONS 2 INDEPENDENCE LTD**

Plan date: **Aug 2023**

Reviewed date: **Aug 2024**

## **SOUND OF THE ALARM**

Continuous Warning Siren – (HARD WIRED SMOKE ALARMS WITH BATTERY BACK UP).

## **RAISING THE ALARM**

If the fire is discovered by a staff member, young person, or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest fire alarm.

If fire is detected by automatic detectors, this will trigger the fire alarm

## **ACTIONS TO TAKE**

If a member of staff is on duty, they will take charge and lead in the fire evacuation

If a member of staff is **NOT** on duty, all young people are responsible for following the procedure

Dial 999 and request attendance by the Fire Service. Staff member or young person gives their name, name of building, building address (as detailed above), contact number and details of fire.

Staff and young people will commence evacuation of the building – ensuring this is done in a calm and orderly manner.

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

Nobody should re-enter the building until confirmed safe to do so by the Fire Service. All need to meet at assembly point and check all are accounted for.

On staff member to liaise with Fire Service upon their arrival. If no staff on duty, young person to try and make contact with mobile duty phone 07502 026 869 or 01452 924 946 to alert a member of staff or management.

## **ESCAPE ROUTES**

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

- a) Front door at the bottom of the stairs (Front door lock has an easily accessible lock not needing a key, which is to be turn anti clockwise to unlock.

## **FIRE ASSEMBLY POINT**

The assembly point is: Nepalese Chef which is away from the property.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

Staff have received training and feel confident in their use

Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small

Please Note: C2I do not currently use fire extinguishers.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

- Gas supply shut off: In Front Garden
- Mains fuse box: In Staff Office
- Mains water inlet: Under kitchen sink
- Gas/oxygen cylinders: N/A
- Location of fire alarm panel: N/A

#### **EQUIPMENT NEEDED TO EFFECT THE EMERGENCY PLAN**

Mobile phone to alert Fire Service and C2I staff if none on duty at time of incident.

#### **VARIATIONS TO PLAN**

Detail examples where there may be variations to normal working arrangements will include the following:

Late opening, Events, Lone working and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances:

#### **RESPONSIBILITIES**

For ensuring plan is up to date: Keaton Pearce

For ensuring adequate staff are on duty to carry out the evacuation plan

For training staff on the evacuation plan and in their roles and responsibilities. Further guidance being sought given imminent changes to staffing levels.

Alternative arrangements will be made to cover staff absences/ leave to ensure there are always a sufficient number of trained staff available on site.

Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document.