

# **Fire and Emergency Evacuation plan**

**For**

*The Centre and Fourways  
16 & 16A St. Margaret's Street  
Bradford on Avon  
Wiltshire  
BA15 1DA*

## Fire & Emergency instructions

1	<p><b>The action employees/visitors/tenants should take if they discover a fire</b></p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p> <p><i>Evacuate the building and call the Fire Brigade</i></p>
2	<p><b>How will people be warned that there is a fire</b></p> <p><i>The fire alarm system will sound on operation of the manually operated alarm call-point.</i></p>
3.	<p><b>How the evacuation of the building will be carried out</b></p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point in the small carpark at the bottom of St. Margaret's Hill.</i></p>
4.	<p><b>Identification of escape routes</b></p> <p><i>All exit doors can be used as escape routes. Suitable emergency exit signs are provided.</i></p>
5.	<p><b>Fire fighting equipment provided</b></p> <p><i>Fire extinguishers are located in the main meeting area in 'The Centre' and in the kitchen.</i></p> <p><i>A fire blanket is provided in the kitchen of both the Centre and Fourways.</i></p>
6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire. <i>On hearing the alarm:</i></b></p> <p><i>All staff or meeting leaders will usher visitors out of the Centre and assemble at the assembly point. Staff or meeting leaders will ensure then follow the procedure below and ensure:</i></p> <ul style="list-style-type: none"> <li>• <i>The Centre is are cleared of people</i></li> <li>• <i>The Fire Brigade is called.</i></li> </ul> <p><i>The staff or meeting leader <u>will not</u> clear Fourways.</i></p>
7.	<p><b>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• <i>On hearing the alarm the church staff or meeting leader will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i></li> <li>• <i>Whoever is leading the meeting (normally the person with the Centre keys) must call the Fire Brigade in the absence of one these people (this may be best achieved using a mobile phone)</i></li> <li>• <i>If the fire is within Fourways the tenants should sound the alarm and dial 999 asking for the Fire Brigade.</i></li> </ul>

8.	<b>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b> <ul style="list-style-type: none"><li><i>The same person named above will liaise with the Fire Brigade on their arrival.</i></li></ul>
9.	<b>The following arrangements and training is given to staff at the Centre:</b> <ul style="list-style-type: none"><li><i>All staff: Fire Drills annually</i></li><li><i>All staff: Fire briefing once a year (may be in conjunction with fire drill)</i></li><li><i>Record of training to be kept within Fire Manual.</i></li><li><i>Training will be reviewed on an annual basis.</i></li></ul>