

FIRE EVACUATION PLAN

General Emergency Evacuation Plan for : Rochdale Connections Trust

60 Drake Street
Rochdale
OL16 1PA

01706 345111

Created on 23 November 2023

For review on 24 November 2024

Sound of the alarm

The sound of the alarm will be-

Whistle sounding

A continuously ringing bell, a continuous warning siren etc.

Raising the alarm

If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm should be raised without delay *by activation of the nearest call point or commencing manual warning (whistle, shout etc.)*

A fire detected by automatic detectors will trigger the fire alarm.

Action staff should take on hearing the alarm

The following actions should be taken on hearing the alarm-

- The Fire Marshall on duty will take charge and lead in the fire evacuation
- The Fire Marshall on duty will dial 999 and request the Fire Service. Staff member gives their name, name of building, building address (as above), contact number and details of fire.
- The Fire Marshall on duty should pick up the visitors signing in book from reception desk
- Staff will evacuate the building 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 subject to these people being on site.

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- Designated staff (fire wardens) 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 is given below
- Fire wardens should ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service
- Go to the assembly point and allow fire wardens to check that all contractors and staff members are accounted for
- The Fire Marshall on duty will liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Out the Front Door
2. Out the Back Door

Fire assembly point

The assembly point is:

Renaissance House
72 Drake Street
Rochdale
OL16 1PA

Fighting fires – Extinguisher use

Fire extinguishers should only be used where:

- Staff have received training and feel confident in their use
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small

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

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Location of key safety hazards or other fire related equipment

- Gas supply shut off: Participant Toilets in Boiler Cupboard
- Mains fuse box: Lower Floor near staircase
- Mains water inlet: Participant Toilets in Boiler Cupboard
- Gas/oxygen cylinders: N/A
- Location of fire alarm panel: Downstairs Meeting Room

Number of staff needed to carry out evacuation plan

To implement this evacuation plan, 1 trained fire wardens is needed on duty

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, hi-visibility jackets, visitors log book

Variations to plan

N/A

Responsibilities

For ensuring

- this plan is up to date Lizl Donnelly
- that adequate staff are on duty to carry out the evacuation plan Lizl Donnelly
- staff training on the evacuation plan and in their roles and responsibilities Lizl Donnelly