

## Fire Evacuation Plan

### Emergency Evacuation Plan for :

#### Masonic Centre

Premises address and contact number

Units 1 & 2  
Roman Bank  
Bourne

What 3 words location

Delight. Elect. teaspoons

(Emergency services will get exact location for main building)

Plan date

01/12/2022

Review date

01/12/2023

### Sound of the alarm

The sound of the alarm will be:

A shouted warning

### Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a member of the public or member

the alarm will be raised by:

shouting FIRE, FIRE, FIRE

### Action to take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- A full fire evacuation of the building must take place
- Dial 999 and request attendance by the Fire Service. Caller must give their name, name of building, building address (as detailed above), contact number and details of fire.
- Everyone should meet at the assembly point.
- Responsible person should do a sweep of the building if safe to do so followed

by a head count to make sure everyone is accounted for

- The Responsible Person to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- The Responsible person to liaise with Fire Service upon their arrival

### **Escape routes**

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

Escape route are signed and illuminated and located at the front and rear of the building

### **Fire assembly point**

The assembly point is:

on the grass area in the front carpark

### **Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Staff or members of the public have received previous 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

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

### **Location of key safety hazards or other fire related equipment**

- Mains fuse box: in the cupboard in the Ante room
- Gas isolation: on outside of building next to road and local isolator in kitchen

### **Number of staff needed to carry out evacuation plan**

One

---

**Equipment needed to effect the emergency plan**

This will vary depending on the site and fire measures in place but could include Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:

None at present

**Variations to plan**

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc 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:

None at present

**Back up arrangements**

Detail back up arrangements in the event of fire alarm failure or staff absence etc

Senior person on site to take charge

**Responsibilities**

For ensuring plan is up to date	Peter Dolby
For ensuring adequate instruction is given to carry out the evacuation plan	Peter Dolby
For training staff on the evacuation plan and in their roles and responsibilities	Peter Dolby

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always sufficient numbers of trained personnel available to respond to the alarm

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

