



Name of policy	Emergency Evacuation
Policy owner	Primo Sule
Agreed date of implementation	May 1, 2021
Next review date	April, 2024

Responsibility for carrying out the plan

The Operational Manager at The Studio is responsible for implementing the requirements of this plan. In their absence (e.g. through leave or sickness) or if the post is vacant this responsibility devolves to the deputising employee. Otherwise the committee member who owns the policy is also responsible for its implementation. This includes briefing volunteers and external users of The Studio on evacuation arrangements.

General back up arrangements

When the Operational Manager is not on the premises, the name of a designated fire deputy will be posted on the noticeboard outside the kitchen.

Sound of the alarm

The sound of the alarm will be: A shouted warning and/or bell ringing

Raising the alarm in the event of a fire

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: that person commencing manual warning (bell, shout etc.)

If fire is detected by automatic detectors, as may happen in the adjacent building, this will trigger a continuous fire alarm.

Escape routes

The escape routes from the building are: 1. Front door; 2. Fire door at window side of main room

Fire assembly point

The assembly point is: in the car park as far as possible from the building

Action staff should take on hearing the alarm

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

- The nearest staff to the fire will take charge and lead in the fire evacuation. All staff will assist clients to evacuate the building in a calm and orderly manner
- 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
- Check the toilets for anyone who may not have heard the alarm
- Phone Home Instead to alert upstairs on this number: 0115 922 6116
- Phone EMT (share building) to alert to fire on this number: 07796498789 (Site Supervisor)
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- 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.
- Liaise with Fire Service upon their arrival.

Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use; and
- 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, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

- Location of fire alarm panel: Outside toilets

Equipment needed to effect the emergency plan

Mobile phone with emergency numbers programmed in.

Evacuation chair - located next to fire exit