

## Fire Evacuation Plan Template

### General Emergency Evacuation Plan for :

Premises address and contact number

Plan date / /

Review date / /

### Sound of the alarm

The sound of the alarm will be (delete as appropriate):

A shouted warning/whistle sounding/air horn etc.

A continuously ringing bell, a continuous warning siren etc.

Other

If other please specify:

### Raising the alarm

In the event of a fire(delete as appropriate):

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: activation of the nearest call point or commencing manual warning (whistle, shout etc.)

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

### Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:  
(modify/delete as applicable to your site)

- will take charge and lead in the fire evacuation
- 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 (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)
- pick up visitors signing in book/sheet from reception desk (You may decide this is not necessary if the building is small/there are no hidden areas etc. and it is obvious where any contractors visitors would be and so would be easily covered in a sweep)
- Staff will commence evacuation of the building – ensuring this is done 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 (i.e. depending on whether any person subject to a plan is present on site)
- Lifts are not to be used for evacuation (Note –You may have written confirmation stating they are suitable for this purpose i.e. they may be properly designed fire evacuation lifts)
- 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
- to 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
- to liaise with Fire Service upon their arrival

### **Escape routes**

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

- 1.
- 2.

### **Fire assembly point**

The assembly point is:

### **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

**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:
- Mains fuse box:
- Mains water inlet:
- Gas/oxygen cylinders:
- Location of fire alarm panel:

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

- To implement the evacuation plan,      number of trained staff are needed on duty
- Between    :    and    : (time)/on weekends/during special events (see variations section below) etc.,      staff need to be on duty at all times

#### **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:

#### **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:

#### **Back up arrangements**

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

<b>Responsibilities</b>	
For ensuring plan is up to date	Usually the premises manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above