



## Fire Evacuation Plan Responsibilities and Procedure

### General Emergency Evacuation Plan for:

*Martinique House, Hampshire Road, Bordon, Hampshire, GU35 0HJ  
Tel 01420 556335*

*Plan date 01/07/2022*

*Review date 30/06/2023*

### Sound of the alarm

*A continuously ringing electronic sounder.*

### 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; activation of the nearest call point.*

### Action staff should take on hearing the alarm

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

- *A member of staff will take 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 the fire.*
- *Member of staff taking lead in the fire evacuation will pick up the visitors /staff signing in book from the sign in desk next to reception and also the residents signing in book from main door lobby.*
- *Staff, visitors and residents (plus any contractors on site) will commence evacuation of the building – ensuring this is done in a calm and orderly manner.*
- *Staff will sweep the 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.*
- *Staff to liaise with Fire Service upon their arrival.*
- *Staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.*
- *Meet at assembly point and check all staff, visitors, residents and contractors are accounted for.*

## Escape routes

*The escape routes from the building are:*

- *From the ground floor, leave the building through the main entrance door.*
- *From first floor take the front main staircase and exit through the entrance door.*

## Fire assembly point

*The assembly point is:*

*Across front grass area to Camp Road boundary – look for assembly sign on tree.*

## Fighting fires – Extinguisher use

- *Designated fire marshal has received training and feels 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 hazard or other fire related equipment

- *Mains fuse box: Cupboard in workshop lobby area.*
- *Mains water inlet: Boiler cupboard in courtyard. Accessed from Workshop.*
- *Location of fire alarm panel: Front Main Entrance.*

## Number of staff needed to carry out evacuation plan

- *To implement the evacuation plan, one member of trained staff is needed on duty at all times during regular office hours.*



<b>Equipment needed to carry out the emergency plan</b>
<i>Mobile phone, torches, hi-visibility tabards.</i>

<b>Variations to plan</b>
<i>In the event of a fire outside of normal working hours, each tenant should have their own procedure for Lone working in place.</i>

<b>Responsibilities</b>	
For ensuring plan is up to date	<i>Claire Carter</i>
For ensuring adequate staff are on duty to carry out the evacuation plan	<i>Emma Selby</i>
For training staff on the evacuation plan and in their roles and responsibilities	<i>Emma Selby</i>

**Signed on behalf of SiGNAL**

Name: Emma Selby

Signed 

Date:

**Signed on behalf of Resident**

Name:

Signed:

Company:

Date: