



## Fire Evacuation Plan

### General Emergency Evacuation Plan for :JAMAICAN ELDERLY

Premises address and contact number ROUND WOOD PARK

Plan date 24 / 07 /2022

Review date 24 / 07 / 2022

### Raising the alarm

In the event of An emergency

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. By radio

**Action staff should take o information given over the 2 way radio**

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

- appointed persons 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)
- Staff will commence evacuation of the park – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger crowds 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 park. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep park area to ensure all areas are clear (including back areas)
- If safe to do, electrical mains and gas supplies should be switched off before leaving the site. The location of these are detailed below
- to ensure nobody re-enters the area affected 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. Long stone Avenue exit
2. Harlesden Road entrance

### **Fire assembly point**

Long Stone Avenue

### **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 assembly point:

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

- To implement the evacuation plan, 4 number of trained staff are needed on duty
- Between :12 and 2100: (time)/on weekends/during special events (see variations section below) etc., staff need to be 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, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:

#### **Variations to plan**

The purpose of this policy is to outline guidelines for evacuation procedures to be followed in case of a disaster where Volunteers, staff and the general Public would have to be evacuated as a result of a disaster, which threatens the wellbeing of everyone.

#### **Back up arrangements**

**Procedure** People threatened by flames, heat, bomb threats, fire or other immediate danger, will be moved swiftly to a safe location.

<b>Responsibilities</b>	
Initiating the Evacuation Plan in collaboration with Wembley Fire station, Wembley Police station,	Organizers and premises manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
Assisting in the evacuation as directed by the persons in charge, .	As above

Have wheelchair or walker dependent people escorted to a safe area.

1. Follow all instructions given by persons in charge of evacuation
2. Leave immediately by the designated emergency exit
3. Move quickly, do not run

**The site plan outlines the designated emergency assembly point at the exit of Long Stone Avenue**

**Report anything looking suspicious to the police.**