



Fire Evacuation Plan

Reviewed Last – March 2024



Fire Evacuation Plan

General Emergency Evacuation Plan for Heroes Centre LTD

Premises address and contact number: Heroes Centre LTD, Bentley Lane, Walsall, WS2 8TL

Plan date 03/03/24

Review date 03/03/25

Sound of the alarm

The sound of the alarm will be: A continuously ringing bell, a continuous warning siren etc.

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 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)

- Management 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)
- Admin 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 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
- 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 the assembly point and check all contractors and staff members are accounted for
- Management to liaise with Fire Service upon their arrival

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

- Top floor fire exit is in the boardroom, open door and head down the stairs
- Bottom floor fire exits are the main door, manager office fire door and waiting area door

The assembly point is: Industrial estate car park

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

Mains fuse box: Outside Building

Circuit Breaker: Downstairs (Rehmans) Room



Mains water inlet: TV Cupboard

Location of fire alarm panel: Front Door

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.

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.

During educational hours a minimum 2 staff are needed to be present

If alarm fails then verbal instruction to be given by staff