

Low Farm Therapy Centre
Fire Evacuation Procedure and Policy

Written by Ruth Lo and Nick Lo October 2015
Reviewed August 2017
Review September 2018

Fire Emergency Plan

Action to be taken by person discovering a fire in a standard evacuation.

1. Raise **ALARM**
2. Phone **999**
3. **Evacuate Building**

Raising the alarm.

On discovering a fire the alarm must be raised by pressing the nearest call point located to the fire before doing anything else. Call points are located by all emergency exits and details of these can be found on the accompanying floor plan.

Duties and identities of employees with specific responsibilities.

Once the alarm has been raised it will be the responsibility of the Fire Marshal, Nick Lo, to determine the cause of the alarm. If he is not onsite, then Ruth Lo (who is also a trained Fire Marshal) will assume this responsibility. If there is a fire then it will be the responsibility of the above to call the fire brigade.

Ruth Lo will be responsible for taking the signing in and visitors book to the fire assembly points so a roll call can be taken. All staff will be required to evacuate any children and visitors safely from the building and congregate at the Fire assembly point at the rear of the outdoor play area. If this is not deemed safe, or if it is not possible to access this escape route, there is a second assembly point in the car park. If further evacuation is needed then moving to an unoccupied Old Orchard Holiday Cottage, or Low Farm Farmhouse are options.

Should specific children need personal evacuation plans these will be written and adhered to.

No one should re-enter the building until the all clear is given by the fire brigade, or unless Nick Lo or Ruth Lo has determined that it is a false alarm and there is NO risk to anyone.

On discovering a fire the following procedure will occur;

How the Fire Brigade (and any other emergency services) are to be called and who is responsible.

Should there be a real fire then the Fire Marshal will call the emergency services to clarify this information.

Anyone calling 999 should give specific details of the location of building; Low Farm Therapy Centre, Low Farm, Locks Road, Brampton, Suffolk NR34 8DX and wait for control room staff to confirm the message. These actions should be covered during any fire training for staff given by the Centre.

The Fire Marshal will liaise with the fire brigade as to where the fire is located.

Once the fire brigade have dealt with the fire then they will then determine whether the building can be re-entered by liaising with the Fire Marshal.

Low Farm Therapy Centre Fire Evacuation Procedure 2016

Fire Fighting Equipment is located at all the emergency exits. This should only be used by those who have completed the basic training, if the fire is sufficiently small and the alarm has been raised.

Low Farm Therapy Centre will provide basic evacuation/ practical fire safety training for all new staff as part of their induction.

All staff will be required to read the fire evacuation procedure.

Maintenance.

Low Farm Therapy Centre has a duty of care to all staff, children, parents/carers and visitors.

A comprehensive programme of maintenance to the fire system is carried out.

Weekly call point checks are carried out.

Emergency exit lighting is tested weekly.

Controlled fire drills are carried out once a term.

Yearly fire extinguisher testing (sooner if extinguishers have been tampered with) is carried out through Lowestoft Fire Services.

A yearly review of the fire procedure and policy is carried out.