

# Fire Evacuation Plan

|                                     |                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------|
| Emergency Evacuation Plan for       | Brynglas Annexe, Brynglas Road, Newport, NP20 5QP                                      |
| Premises address and contact number | Brynglas Annexe, Brynglas Road, Newport, NP20 5QP<br>Scott Waters: 07973 125280        |
| Plan date                           | 04/05/2025                                                                             |
| Review date                         | 02/12/2025 or in the case of an incident or logistical changes to the method statement |

## Sound of the alarm

The sound of the alarm will be: Verbal or Air Horn

## Raising the alarm

In the event of a fire beginning:

- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised.
- If the fire is detected by automatic detectors, if fitted in the premises, then 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:

- Fire wardens shall take charge and lead in the fire evacuation.
  - Dial 999 and request attendance by the Fire Service. Staff member shall give their name, name of building, building address (as detailed above), contact number and details of fire.
  - Whoever is first out of the site office shall pick up the signing in book and pass it to the Senior person on site for roll call.
- Staff shall commence evacuation of the building / site – ensuring this is done in a calm and orderly manner, aiding those needing additional help in evacuating.
- The Senior person shall ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
  - Meet at the nominated assembly point and check all visitors, contractors and staff members are accounted for.
  - The Senior person shall liaise with Fire Service upon their arrival.

## Escape routes

The escape routes from the building / site are: Out of the property from any given exit to the front gates of Millbrook Primary School

# Fire Evacuation Plan

Muster Point Indicated in Green

Welfare Indicated in Red

## Fire assembly point

The assembly point is at the entrance of the property and indicated in Green

The evacuation routes are indicated with Green arrows

## 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

Fire extinguishers are located in the welfare unit and in the operatives vans. We do not advise any of our operatives to try to suppress a fire unless absolutely vital and in an effort to escape or save a life.

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## Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 2/3 number of trained staff are needed on duty.
- Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always enough trained staff available on site.

## Equipment needed to effect the emergency plan

- Hi-Viz vests for fire wardens.
- Personal or work mobile phones for external contact.
- Signing in/out book/sheets for roll call.

## Variations to plan

There are no variations to this plan as yet. The plan will be rigorously reviewed in view of management of change and all documentation will be updated by the SHEQ Manager

## Back up arrangements

If the fire alarm fails, then the person discovering a fire must call "Fire, Fire, Fire" and gain such assistance as required to effect an evacuation.

## Responsibilities

|                                                                                   |              |
|-----------------------------------------------------------------------------------|--------------|
| For ensuring plan is up to date                                                   | SHEQ Manager |
| For ensuring adequate staff are on duty to carry out the evacuation plan          | Site Manager |
| For training staff on the evacuation plan and in their roles and responsibilities | Site Manager |