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## **Fire Evacuation Policy**

The action employees, associates or directors should take if they discover a fire:

- Immediately operate the nearest alarm call point
- If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks

How will people be warned if there is a fire:

- The electrical fire alarm system will sound on operation of the manually operated alarm call point

How the evacuation of the building will be carried out:

- On hearing the alarm everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building in the car park
- Visitors should be escorted from the building and accounted for at the assembly point

Identification of escape routes:

- All exit doors can be used as escape routes
- The staircase and routes leading to the front door are protected routes

Fire fighting equipment provided:

- Fire extinguishers are located at the bottom of the staircase, as you first enter the building
- Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks

Duties and identity of employees with specific responsibilities in the event of fire:

- On hearing the alarm all staff will usher visitors out of the building and assemble at the assembly point
- Fire Wardens will ensure their areas are cleared of people, all doors and windows are closed and a roll call is made to ensure everyone is out

Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors:

- Visitors: staff must take responsibility for any visitors they may have and ensure they leave the building by the nearest exit
- Contractors: must be given information about fire procedures and leave the building at the nearest exit
- People with disabilities: specific arrangements may need to be made for those with disabilities



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How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this:

- On confirmation of fire one of the Directors, the Practice Manager, the Business Manager, Fire Warden or one of the Receptionists will Dial 999 and ask for the Fire Service and/or other emergency service as appropriate

Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks e.g. the location of highly flammable materials, missing people etc:

- One of the Directors, the Practice Manager, the Business Manager, Fire Warden or one of the Receptionists will liaise with the Fire Service on their arrival

The following arrangements and training is given to staff:

- All staff: Fire drills three times a year
- All staff: Fire briefing once a year
- Fire Warden: training designated for Fire Wardens as per legislation
- Record of Fire Warden training to be kept

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