

Upton Bishop Millenium Hall Crow Hill, Upton Bishop Herefordshire HR9 7TU



Emergency Evacuation Plan

enquiries@fandrms.co.uk

Tel: 01432 357772

Mob: 07879997670

**FIRE AND RISK
MANAGEMENT SERVICES
LTD**



FIRE RISK ASSESSMENT – REGULATORY REFORM (FIRE SAFETY) ORDER 2005 – PAS-79

Fire Emergency Evacuation Plan

This Emergency Evacuation Plan has been developed following a **Fire Risk Assessments** of the relevant building. The purpose of the Plan is to ensure the safety of all persons in the event of a fire and to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

Address **Upton Bishop Millenium Hall**
Crow Hill,
Upton Bishop
Herefordshire
HR9 7TU

Actions on Discovering a Fire Should fire break out anywhere on the site, it will be the responsibility of staff members or hirers to:

- Raise the alarm by breaking the manual call point
- On hearing the alarm, **Evacuate Immediately** directing everyone to the nearest available exit.
- Please do not stop to collect personal belongings
- Please do not return to the building until instructed to by the Fire Service

Should the fire alarm operate, it will be the responsibility of staff members or hirers to ensure the building is evacuated immediately:

- Please do not stop to collect personal belongings
- Please do not return to the building until instructed to by the Fire Service

Key Escape Routes

- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on all key routes throughout the building.
- These are tested monthly on a rota basis and full serviced annually.

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Key Roles and Responsibilities

- Firefighting equipment is provided as determined by fire risk assessment and is maintained ready for use, but evacuation will always remain the highest priority in an emergency.
- All extinguishers are clearly signed and should be maintained available at all times.
- However, persons with no specific training are not expected to fight a fire, but all occupants and staff should familiarise themselves with the location and basic operating principles of the equipment, in case they need to use it- the only potential use would be to ensure the escape of self or other.

Information and Instruction

Information and instruction is conveyed to staff and visitors by the following means:

- Fire Action Notices
- Other relevant signs
- Induction information, instruction and training

Fire Drills

Fire Drill be conducted at least annually, to test the effectiveness of the evacuation plan.

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