

General Emergency Evacuation Plan

for : Rainbow Horses Learning Centre CIC

Premises address and contact number

Langar Lane, Melton Mowbray, LE14 4BL

What 3 Words: **Beep. Respond. Streetcar...** 07732334451 (Rainbows Mobile)

Plan date 05/06/23

Review date 05/06/24

Fire assembly point

The assembly point is: Signed by Blue Caravan - at Car Park

Sound of the alarm

The sound of the alarm will be:

A shouted warning of "Fire, Fire, Fire" repeatedly

A continuously Beeping Alarms from Automated Smoke detectors

Raising the alarm

In the event of a fire:

If fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: commencing manual warning of "Fire, Fire, Fire"

If a fire is detected by automatic smoke detectors, this will trigger the emergency evacuation.

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 (Waste Paper Basket Size or Smaller)

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Staff will commence evacuation of the Site – ensuring this is done in a calm and orderly manner providing guidance, supervision and assistance to Learners on site.

The Fire Marshal will lead in the fire evacuation. Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of Site, Site address (as detailed above), contact number and details of fire. Pick up Fire Register from Portacabin A hallway for Roll Call.

Meet at the assembly point and check all Visitors, Learners, and Staff members are accounted for.

If safe to do, removal of animals in potential Danger using temporary cages to a safe area.

Fire Marshal to liaise with Fire Service upon their arrival

Location of fire related equipment

Fire Blanket on Kitchen Wall by Toilet door

Co2 Extinguisher and Foam Extinguisher at Fire Point on Stable Corner

Responsibilities

For ensuring plan is up to date	Lewis Chapman
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

