



Fire Evacuation Policy

Emergency Evacuation Plan for

West Oxon Boxing and Fitness Club

Unit 12c Crawley Mill Industrial Estate
Dry Lane, Crawley OX299TJ

Telephone; 07886208965

Plan Date 24.11.2023

Review Date 23.11.2024

Sound of the Alarm

The sound of the alarm will be;

A shouted warning

A whistle Blowing

A continuous ringing Bell

A continuous Whistle

Raising the Alarm

In the event of a fire

If the fire is discovered by a member of staff or a visitor notifies a member of staff of a fire, the alarm will be raised.

Any activation of the nearest call point or commencing manual warning (whistle or shout)

If fire is detected automatically by detectors, 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/ raised.

- A member of staff on duty will take charge and lead in the fire evacuation.
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address, contact number and details of fire.
- A member of staff on duty will pick up the signing in book/ sheet from reception desk.
- Staff will commence evacuation of the building- ensuring this is done in a calm and orderly manner.
- Separate Personal evacuation plans (PEEP's) are in place for staff and known visitors with additional needs as General Evacuation plans (GEEP's) for members of the public who may visit the building. Both these will be implemented as appropriate.
- Lifts are not to be used for evacuation.
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- If safe to do so, electric mains and gas supplies should be switched off before leaving the building. The location of these are detailed below.
- A member of staff to make sure that no one re enters the building until confirmed safe to do so by the Fire Officer.
- Meet at assembly point and check all contractors and staff members are accounted for.
- A member of staff on duty to liaise with Fire services upon their arrival.

Escape Routes

The escape routes from the building are as follows;

1. The front entrance to the building
2. The rear exit of the building located next to the toilets

Fire assembly point

The assembly point is located on the grass area at the front of the building.

Fighting Fires

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

Mains Gas; No mains gas to the building
Mains Electric; Electric board located behind the front desk

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan at least one member of trained staff is needed on duty.
- Between the hours of 07.00am-20.30pm on Weekdays
- Between the hours of 9.00am-16.00pm on Weekends

Equipment needed to effect the emergency evacuation plan

Mobile phone (located at the front desk)
Emergency Blanket (Located at the front desk)
Whistles (Located in various places around the building)
Fire Bell (Located at the front entrance)

Responsibilities

For ensuring plan is up to date	Sharon Turner & Susan Turner
For ensuring adequate staff are on duty to carry out the evacuation plan	Sharon Turner
For training staff on the evacuation plan and in their roles and responsibilities	Sharon Turner