

## **Fire Emergency Evacuation Plan**

The Venue on Middle St. - 3 to 7 Middle Street - Croydon CR0 1RE

Created: 01/09/2021 - Reviewed: 05/09/2022

### **Sound of the alarm**

The sound of the alarm will be a continuously ringing bell/siren.

### **Raising the alarm**

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point, which will trigger the alarm. If the fire is detected by automatic 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:

- Fire Warden(s) will take charge and lead in the fire evacuation
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Staff to sweep the 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, electrical mains and gas supplies will be switched off before leaving the building.
- Fire Warden(s) to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Fire Warden(s) will dial 999 and request attendance by the Fire Service. Staff members give their name, name of building, building address (as detailed above), contact number and details of fire.

### **Escape routes**

The escape routes from the building are detailed on the attached floor plans.

### **Fire assembly point**

The assembly point is:

In front of 'Shop from Crisis', Unit 8, Crown Hill, Church St, Croydon CR0 1RZ.

### **Fighting fires – Extinguisher use**

Fire extinguishers will only be used where staff have received training and feel confident in their use and 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. The location of the fire extinguishers are shown on the attached floor plan.

### **Number of staff needed to carry out evacuation plan**

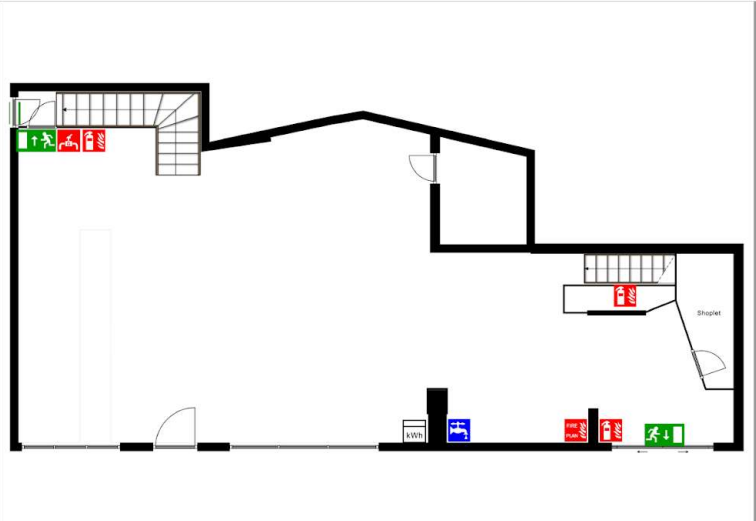
8am to 7pm (when premises are open and guests are in the building): 1 member of trained staff to be in the building.

7pm to 8am (when premises are open and guests are in the building): 1 member of trained staff on each floor that is in operation.

### **Equipment needed to effect the emergency plan**

Two-way radios, torches and hi-visibility tabards are made available behind each bar and in the kitchen on the Top Floor.

Ground Floor Plan



Middle Floor Plan



Top Floor Plan

