

Fire Evacuation Strategy

Emergency Evacuation Plan for :	The Brenchley
Premises address and contact number	91 High Street, Maidstone, Kent, ME14 1SA. 01622 755773
Plan date	01/01/2018
Review date	01/01/2022

Sound of the alarm

The sound of the alarm will be:

A continuous warning siren

Raising the alarm

In the event of a fire beginning:

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.

If 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:

- The Manager & Security Staff will take charge and lead in the fire evacuation.
- The Fire Service will be notified via a direct link from the alarm system upon its activation.
- 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.
- Lifts are not to be used for evacuation.
- The Manager & Security 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
- The Manager & Security Staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for.
- The Manager to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

As shown on attached Fire Escape Plans

Fire assembly point

The assembly point is:

1. Outside the Town Hall in Jubilee Square
2. Car Park at Rear of the building

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- 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

- Gas supply shut off: Boiler Room (Cellar)
- Mains fuse box: Cellar corridor
- Mains water inlet: Boiler Room (Cellar)
- Gas cylinders: Beer Cellar & Outside Bar
- Location of fire alarm panel: Main Foyer

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan 1-6 trained staff are needed on duty (dependant on shift).
- Between 10:00 and 23:00 (on weekends/during special events (see variations section below) etc.

Equipment needed to effect the emergency plan

Mobile phones used to liaise between staff & security personnel.

Variations to plan

Later opening hours:

Thursday between 10:00 and 00:00

Friday & Saturday between 10:00 and 02:00

Back up arrangements (In the event of fire alarm failure or staff absence)

- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.

Responsibilities

For ensuring plan is up to date	Health & Safety Officer
For ensuring adequate staff are on duty to carry out the evacuation plan	Duty Manager
For training staff on the evacuation plan and in their roles and responsibilities	Manager

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

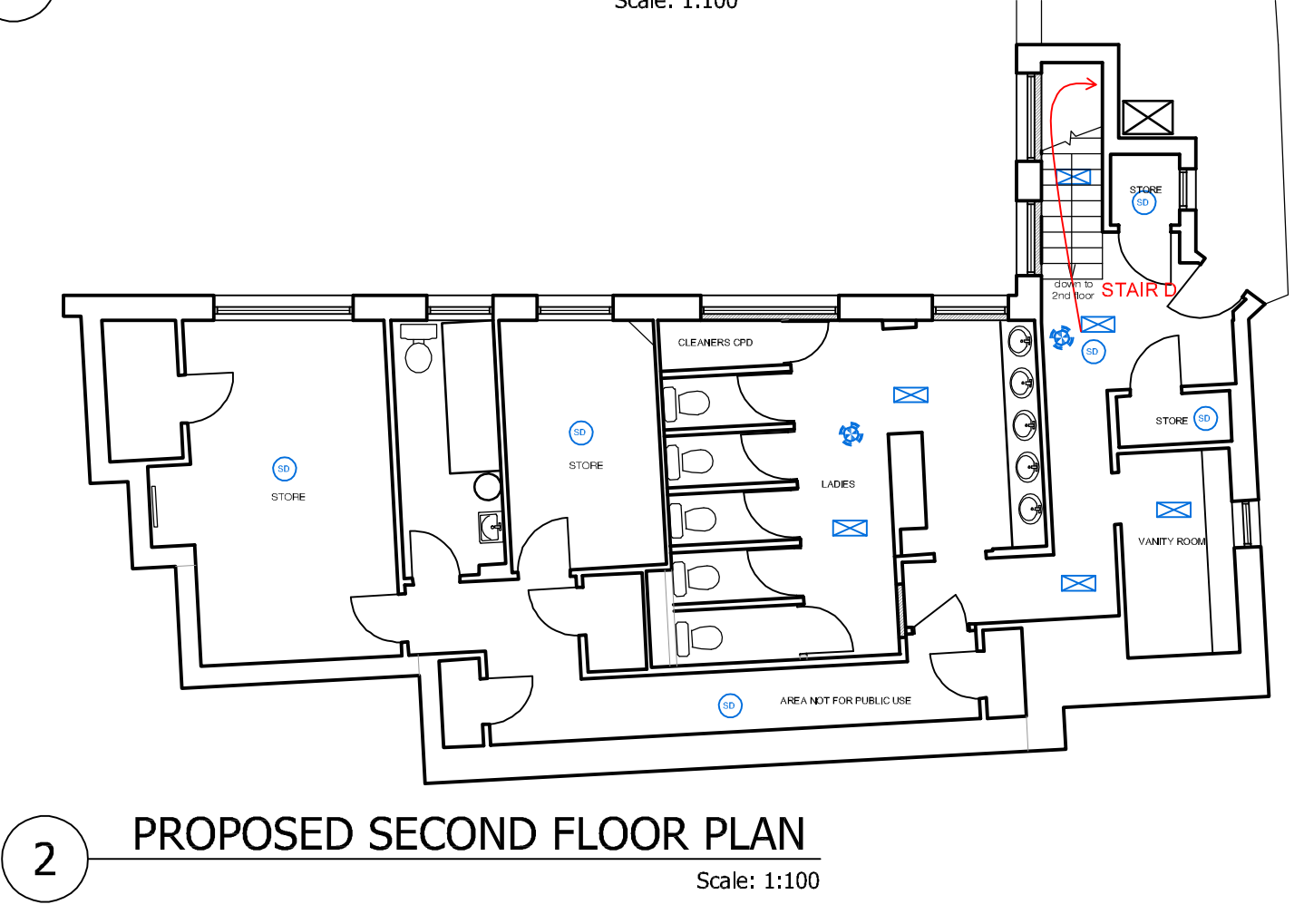
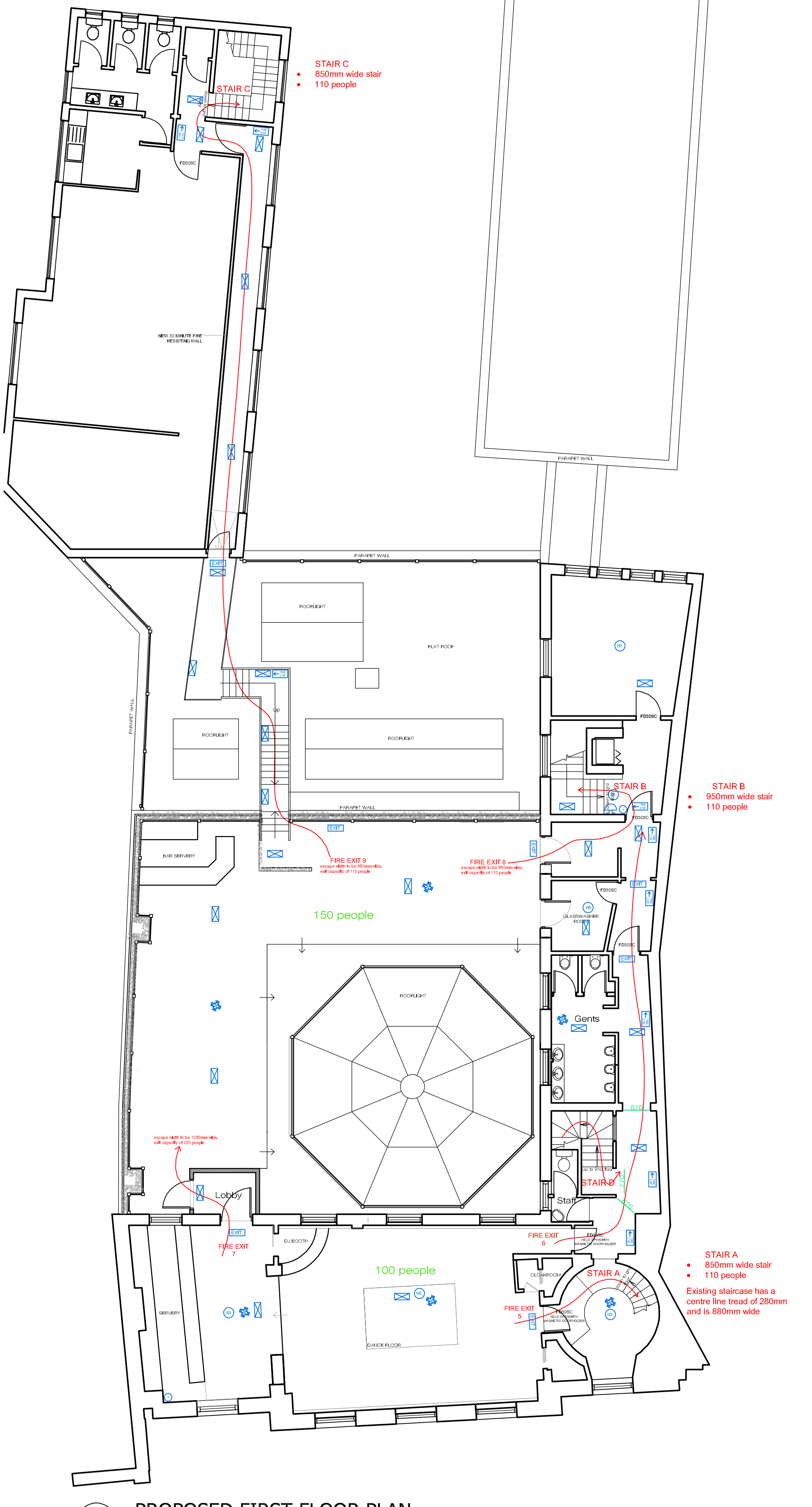
I have read and fully understand the Fire Evacuation Strategy.

NAME: _____

SIGNED _____

FIRE PRECAUTIONS LEGEND

	Maintained Exit sign to B.S.		Push Bar
	Emergency lighting unit to be fitted with red LED indicating healthy supply. The units are to incorporate battery back up for three hours.		9 Litre water extinguisher
	Non-maintained Fire Exit sign		9 Litre water extinguisher
	Smoke detector		Fire Blanket
	Heat detector		Foam Extinguisher
	Visual Beacon with integrated sounder		Dry Powder Extinguisher
	Fire alarm push button		Wet Chemical Extinguisher
	Fire alarm sounder		BD.01
	FD60sc		Fire Alarm Panel
	FD30		
	FD30sc		
	FD30s		



design i.d.

Client Amelia Estates Limited	Drawing Title Proposed Floor Plans Fire Safety Works	Drawing No. 14.02.AE.P 2000
Project THE BRENCHLEY 91 High Street Maidstone Kent ME14 1XT	Status	Rev Scale 1:100 @ A1
Drawn By GB	Date Sept 2015	All dimensions to be checked on site. Any discrepancies between the drawing and other information is to be referred to the architect. This drawing is copyright.

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