

Fire Evacuation Plan

The Old NeedleWorks Foundation, Britten House, Britten Street, Redditch, B97 6HD

Plan Date: 19.03.2024

Review Date: 19.03.2025

Sound of the alarm.

A continuous ringing bell, a continuous warning siren.

Raising the alarm.

If the fire is discovered by a staff member or a tenant or visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point or by commencing manual warning (whistle, shout etc.)

If fire is detected by automatic detectors, this will trigger the fire alarm.

Action staff should take on hearing the alarm.

- . Staff should step into their fire warden and marshal roles.
- . Elaine/Lou will take charge and lead the fire evacuation.
- . Dial 999 and request attendance by the fire service. Elaine/Lou gives their name, name of building, building address as stated above, contact number and details of fire.
- . Amber to pick up the visitor signing in book from reception.
- . Louise/Amber will commence evacuation of the building-ensuring this is done in a calm and orderly manner, aiding those needing additional help in evacuation.
- . Separate 'Personal emergency evacuation plans (PEEPS)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPS)' for members of the public who may visit the building. Both will be implemented as appropriate. (i.e. depending on whether any person subject to a plan is present on site.)
- . Staff 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 should be switched off before leaving the building. The locations of these are detailed below.
- . Elaine/Lou to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- . Meet at assembly point and check all visitors and staff members are accounted for.
- . Elaine/Lou to liaise with Fire service upon their arrival.

Escape routes.

The escape routes from the building are:

1. Main entrance (front door).
2. Fire door in the Britten suite.
3. Fire door at the back of the café.
4. Fire door at the bottom of the staircase (past the toilets).



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Fire assembly point. The footpath, opposite Flexible Tubes.

Fighting fires- Fire extinguishers will only be used where:
Extinguisher use. . 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. . Gas supply shut off: Meter Cupboard.
. Mains fuse box: Outside the internal café entrance door.
. Mains water inlet: Meter Cupboard.
. Location of fire alarm panel: Reception.

Number of staff needed to carry out the evacuation plan . To implement the evacuation 2 members of trained staff are needed on duty.
. Between 9.00am and 3.00pm Monday to Friday.
. During special events more staff will be on hand depending on the volume of visitors. Staff will always be on duty.

Equipment needed for the emergency plan. . Mobile phones.
. Hi-visibility vests.
. Visitor book.
. Staff sign in book.

Variation to Plan. . In the event of lone working the staff member will evacuate the building immediately ensuring their client evacuates safely. Once at the fire assembly point the staff member will contact the fire service. Do not re-enter the building until it is safe to do so.

Detailed back up arrangements in the event of a fire alarm failure OR staff absence etc. . All staff are fire marshal trained, if Elaine/Lou are unavailable Rach/Sally or Lorna will step up into the positions needed.
. If the fire alarm fails, the alarm will be sounded by shouting.

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Responsibilities.

- . For ensuring the plan is up to date: Lou (Manager)
 - . For ensuring adequate staff are on duty to carry out the evacuation plan:
Elaine/Lou
 - . For training staff on the evacuation plan in their roles and responsibilities:
Elain/Lou.
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