

FIRE EVACUATION PLAN

Location: Red Hall

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Prepared By: Sallyanne Fulcher

1. Fire Emergency Procedures

- If you discover a fire, immediately press the nearest call point if the alarm has not already sounded and shout fire.
- Evacuate the building by the nearest fire exit.

Location: Main Entrance (Bolts operate and door opens)

Location: Side door (Push bar)

- Call 999 and provide details of the fire location, severity, and any known hazards.
- Report fire to BUC contacts immediately.
- Do not attempt to put the fire out with a fire extinguisher unless you are trained and it is safe to do so.

2. Fire Alarm Activation

- Upon hearing the fire alarm all occupants must stop activities and evacuate immediately.
- All Bourne United Charities employees will assist during work hours Monday – Friday 9-5pm. Anybody hiring the Hall will be responsible for ensuring all areas are evacuated, cleared and everybody is accounted for.
- Do not attempt to collect belongings or delay evacuation.

3. Evacuation Routes & Assembly Point

- Follow clearly marked fire exit signs to the nearest designated exit.
- Move quickly but calmly to the designated Assembly Point:

(Grassed area opposite the Red Hall)

- BUC Employees/ and or Hirers will conduct a headcount and report any missing persons to emergency services.

4. Assisting Vulnerable Individuals

- BUC Employees/ and or Hirers must assist persons with disabilities or those requiring additional support.
- The Red Hall does not have a lift or Evacuation chair/ski pad.
- If an individual cannot evacuate safely immediately inform the emergency services of their location.

5. Fire Safety Equipment

- **Location & Type: Ground Floor Front Door (Water)**
- **Location & Type: Ground Floor Front Door (CO2)**
- **Location & Type: Ground Floor Hallway (Water)**
- **Location & Type: 1st Floor Kitchen (CO2)**
- **Location & Type: 1st Floor Kitchen (Powder)**
- **Location & Type: 1st Floor Main Hall (Water)**
- **Location & Type: 1st Floor Main Hall (CO2)**

- **Location & Type: 2nd Floor Landing (Water)**
- **Location & Type: 2nd Floor Landing (Water)**
- **Fire blanket is located in the Kitchen on the first floor**
- **Emergency lighting is installed along all evacuation routes and will activate if power fails**

6. Responsibilities

Employees/ and or Hirers:

- Ensure the evacuation is carried out in an orderly and safe manner.
- Check designated areas for occupants before leaving the building.
- Prevent re-entry until the Emergency services declares the building safe.

All visitors:

- Follow evacuation procedures without delay.
- Report to the Assembly Point and remain there until instructed otherwise.
- Do not attempt to return inside until given clearance.

7. Training & Drills

- Fire drills will be twice a year to ensure all BUC employees and regular users are familiar with the evacuation plan. Fire drills to be logged on TIO fire safety.
- Smoke detectors, emergency lighting, fire extinguishers/ blankets and safety equipment will be inspected and tested regularly in compliance with fire safety regulations.

8. Post-Evacuation Procedures

- No one may re-enter the building until the Fire Officer or emergency services declare it safe.
- Report any missing persons immediately to emergency services.
- Report fire to Bourne United Charities 07344 099164/01778 422387
- Implement any necessary safety improvements to prevent future incidents.