



Helping Youth & Community from Start to Finish

FIRE EVACUATION PLAN

General Emergency Evacuation Plan for; OnTrak Community Initiative
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Address & Contact Number

St Enochs Road, Wibsey, Bradford BD6 3BU 01 274 678 272
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Plan Date; 1 st Sept 2026

Review Date; 31 st August 2027

Sound Of The Alarm

The sound of the alarm will be; A Continuously ringing bell A Shouted Warning

Raising The Alarm

In the event of a fire; If the fire is discovered by a staff member or a visitor notifies a member of staff of a fire, the alarm will be raised by; activation of the nearest call point or commencing manual warning (shout)
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Action staff should take on hearing the alarm
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The following actions will be taken upon the fire alarm being sounded/raised; Adrian Woods or John Whittaker will take charge and lead in the
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fire evacuation

*Dial 999 and request attendance by the Fire Service. They will give their name, name of the building, building address (as detailed above), contact number and details of fire.

* Any staff member to **pick up visitors and staff signing in books.**

*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, if it is 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.

*Adrian and John to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

* Meet at assembly point and check any customers/students and staff members are accounted for.

*Adrian/John to liaise with Fire Service upon their arrival.

Escape Routes

All escape routes are clearly signposted around the building, and anyone should leave the building via their nearest escape route.

Fire Assembly Meeting Point

This is the Monument opposite the Garage on St Enochs Road

Fighting Fires- Extinguisher use

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, the 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

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| <ul style="list-style-type: none">• Gas supply shut off• Mains fuse box• Mains water inlet• Gas/Oxygen/Cylinders• Location of fire alarm panel |
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Number of staff needed to carry out evacuation plan
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| <ul style="list-style-type: none">• To implement the evacuation plan 3-4 trained staff are needed on duty• Between 8am and 6pm. |
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Responsibilities	
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For ensuring plan is up to date	Adrian Woods & John Whittaker
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For ensuring adequate staff are on duty to carry out the evacuation plan	As Above
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For Training staff on the evacuation plan and in their roles and responsibilities	As Above
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