



Policy No: SJD/HS/08B	Authorised by: Davina Powell	Review Date: 13th July 2023
Policy Date: 16th January 2023		Date of Next Review: 13th July 2024
Fire Evacuation Plan – Wiverton Road		

Premises Address and Contact numbers:

20 Wiverton Road
SE26 5HY

0203 5604262
07359129488

The Escape Route from the Building is:

The rear door is located in the main lounge/dining area of the house and leads to the back garden. The front door is located at the front of the house and bottom of the stairs.

Fire Assembly Point:

Upon the fire alarm being sounded everyone should leave the building by the nearest exit (front or back door) and report to the assembly point which is outside 28 Wiverton Road (out of the home and right for approximately 30 metres). No one is to run or run across the road at any point.

Sound of the Alarm

Upon Hearing the sound of the alarm – Evacuate the Building

All staff will usher visitors and young people out of the building and assemble at the evacuation point.

Fire wardens will also ensure

- The home is clear of people
- Registers and logbook are collected on the way out
- The fire service is called
- No individual should re-enter the building until fire service personnel has confirmed that it is safe to do so.
- Once at assembly point check all individuals that were present in the building are accounted for.
- Liaise with Fire Service upon their arrival.
- If a manager is not present, call on

Raising the Alarm:

In the event of a fire:

- If a fire is discovered, manual warning should commence (e.g. whistle, shout) to warn all others present in the building. Immediately operate the nearest call point if safe to do so
- If safe to do so dial 999 to request attendance by the fire service.
- If the fire is detected by automatic detectors, the fire alarm will be sounded.

Action Young People should take upon hearing the Alarm:

The following actions will be taken upon the fire alarm being sounded:

- Leave all belongings in the building and make your way safely to the evacuation point – outside (out of the home and right for approximately 30 metres). No one is to run or cross the road at any point.
- Ensure evacuation is done in a calm and orderly manner. If safe to do so, ensure all areas have been checked for a complete evacuation.
- If not already done so dial 999 to request attendance by the fire service at the earliest opportunity providing them with the name of building/building address (as detailed above), contact number and details of the fire.

Fire Extinguishers will only be used if:

- If staff have received training and feel confident, only if safe to do so.
- Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a Fire.
- CO2 extinguisher located in the kitchen and on all floors at Wiverton House.

Responsibilities:

The Home manager is responsible for:

- Ensuring the Evacuation Plan is up to date.
- Discuss business continuity plan if necessary
- For training staff on the evacuation plan and in their roles and responsibilities.

