



Policy:	Fire Evacuation Plan	Reference:	FEPSES0035
		Review Date:	05/2022

General Emergency Evacuation Plan For:	SES Engineering (Newark) Ltd
Premises Address & Contact Number:	Unit 10, Roewood Farm, Winkburn. Newark, Notts. NG22 8PG
Plan Date:	16.04.2021
Review Date:	16.04.2022

Sound and Raising of The Alarm.

In the event of a fire being discovered by an employee, they will directly raise the alarm using one of the conveniently located Fire Chief Gas Horns.

Action To Be Taken Upon Hearing The Alarm.

- The nearest Fire Marshall (Jenny Shelbourn, Laura Stacey, Des Reilly or Joe Button) will take charge and lead the fire evacuation.
- Dial 999 and request attendance by the Fire Service. Fire Marshall to action this and give the fire service their name, name of building and building address, contact number and details of the fire. Use 'What Three Words' for location information. (**Haggle, trembles, subsystem**).
- Employees and any visitors will commence evacuation of the building ensuring it is done in a calm and orderly manner assisted by the fire marshall where possible, providing assistance to those needing additional help.
- Fire Marshall to sweep the building to ensure all areas are clear if safe to do so and ensure all doors and fire resisting doors are closed on the way out.
- If safe to do so, electrical and mains gas supplies should be switched off before leaving the building.
- Fire Marshall to ensure nobody re-enters the building until the fire brigade officer in charge declares it safe.
- All employees to meet at the assembly point (Weighbridge) to enable the Fire Marshall to account for all employees and visitors.
- Fire Marshall to liaise with the fire brigade upon their arrival.

Escape Routes.

Escape routes from the building are:

Fire Assembly Point is:
The Assembly point is the Weighbridge.

Fire Extinguisher Use.

Please also refer to The Safe Use of Fire Extinguisher Procedure (Ref: SUESES0037)

Fire extinguishers will only be used where:

- Staff have been trained and feel confident in their use.
- Where it is deemed safe to do so. i.e., there is a clear means of escape and the fire is small.



Personal safety always takes priority and if in doubt employees should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment:	
Gas supply shut off:	N/A – No Gas to the property.
Mains fuse box:	Workshop behind guillotine.
Mains water inlet:	Men's toilet block.
Gas/Oxygen cylinders:	Outside the rear of Workshop 1.
Location of fire alarm:	Gas Horns located in each building.

Equipment Needed to Affect the Emergency Plan.

This will vary depending on the location and fire measures in place but could include: Mobile phones, two-way radios, torches, hi-visibility tabards, evacuation chairs etc.