




## Fire Evacuation Plan

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Signed	
Signed Date	<b>11/04/2022</b>

## Fire Evacuation Plan

### General Emergency Evacuation Plan for : Al Bashir Academy Ltd

Premises address and contact number: 199 Roundhay Road LS8 5AN  
01132498061

Plan date 11 / 04 / 2022

Review date 11 / 04 / 2024

#### Sound of the alarm

The sound of the alarm will be:

A beep turning on and off continuously (If the smoke detectors have triggered)

Fire marshal shouting down the corridor asking everyone to evacuate the building

#### Raising the alarm

In the event of a fire:

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

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

#### Action staff should take on hearing the alarm

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

- Staff will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.
- Pick up student register and visitors signing in sheet from reception desk.
- 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 will ensure all students make their way towards the exits.
- 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 public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep 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 location of these are detailed below
- To ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at assembly point and check all contractors, staff members and students are accounted for
- To liaise with Fire Service upon their arrival

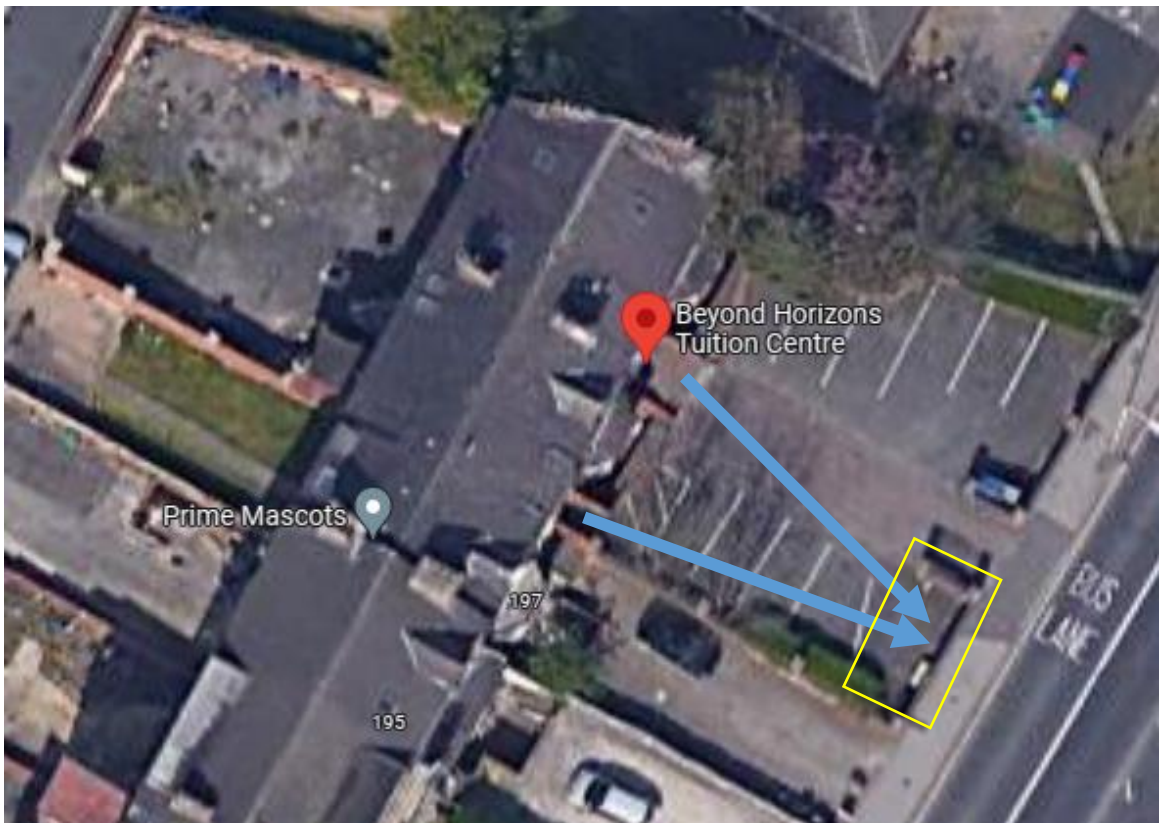
### **Escape routes**

The escape routes from the building are: (detail designated fire escape routes)

1. Main entrance
2. Side entrance

### **Fire assembly point**

The assembly point is: Right hand side of the front Carpark next to the yellow salt grit box.



**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, 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**

- Mains fuse box: Basement

**Number of staff needed to carry out evacuation plan**

- To implement the evacuation plan, 1 trained staff is needed on duty during normal opening hours.

**Equipment needed to effect the emergency plan**

Mobile phones
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<b>Responsibilities</b>
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For ensuring plan is up to date	Usama Malik
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For ensuring adequate staff are on duty to carry out the evacuation plan	Usama Malik
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For training staff on the evacuation plan and in their roles and responsibilities	Usama Malik
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