

PERSONAL EMERGENCY EVACUATION PLAN

Name:			
Type of assistance required:			
Visual	- To be assisted out of the building via the fire exit which is accessible to all. - The fire assembly point requires some negotiation around speed humps in the driveway. - Explain the alarm is sounding to the hearing-impaired. - Evaluate the distance to the fire exit. - Fire doors to the room hire facilities to be always closed.		
Hearing			
Mobility			
Other			
	Personal Emergency Evacuation Plan Checklist:	Yes	No
1	Have the emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point?)		
3	Can you open the fire escape door?		
4	Do you use a mobility aid?		
	If so, please state:		
5	Would you be able to exit the building unaided in the event of a fire?		
	If no, who will be providing you with assistance?		
6	If you are visually impaired, are you able to read the fire escape signage?		
7	Can you hear the fire alarm in normal circumstances?		
8	Are you aware of any other measures that could be introduced in the building that could further aid your evacuation in case of an emergency.		

Signed:		Date:

Thank you for completing this form.

FIRE EMERGENCY EVACUATION PLAN:

ON DISCOVERING A FIRE

- 1) Sound the alarm by operating the nearest fire alarm call point.
- 2) Leave the building by the nearest exit.
- 3) **Assist anyone who needs help to leave the building.**
- 4) Close all doors behind you.
- 5) Call 999 and request the Fire Service.
- 6) Do not stop to collect personal belongings.
- 7) Report to the Assembly point which is at: GLL car park outside of the HWPC office gates.
- 8) Do not re-enter the building until authorised to do so.

ON HEARING THE FIRE ALARM

- 1) Leave the building at the nearest fire exit.
- 2) **Assist anyone who needs help to leave the building.**
- 3) Close all doors behind you.
- 4) Do not stop to collect personal belongings.
- 5) Report to the Assembly point which is at: GLL car park outside of the HWPC office gates.
- 6) Do not re-enter the building until authorised to do so.

FIGHTING A FIRE

Only attempt to fight a fire if:

- You are competent to use the equipment provided.
- There is no risk to your own safety.
- Your escape route is clear.
- The fire is small.

Fire Action Notice	Fire Alarm Manual Call Point: Ground Floor – Adjacent to Fire Exit First Floor – Top of the stairwell	Assembly point: GLL Car park Fire Exit x 1: Main Entrance
 Fire Action  Raise the alarm  Leave the building by the nearest exit  Report to assembly point  Do not return to the building until authorised to do so  Do not use lifts		