

General Emergency Evacuation Plans

Premises address	The Angel South Street TotnesTQ9 5DZ
Emergency contact number	07772642320
Sound of the alarm	A shouted warning.
Raising the alarm	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 (shout).
Action staff should take on hearing the alarm	<p>The following actions will be taken upon the fire alarm being raised.</p> <ul style="list-style-type: none"> • Appointed staff member 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 • The Angel is small enough and there are no hidden areas and therefore does not require a visitors signing in book as the venue is easily covered in a sweep. • 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 and extreme care taken around the stairwell. • Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure

	<p>all doors are closed on the way out</p> <ul style="list-style-type: none"> • If safe to do, electrical mains supply should be switched off before leaving the building. The location of this is detailed on the plan • to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service • Meet at assembly point (detailed on plan) and check all contractors and staff members are accounted for to liaise with Fire Service upon their arrival
Escape route	<p>The only escape route from the building is through the front door.</p> <ul style="list-style-type: none"> • First Floor: descend down the stairs and across foyer to front door
Fire Assembly Point	Directly beneath East Gate Arch (clock tower, High Street)
Fighting Fires	<p>Fire extinguishers will only be used where:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Mains fuse box: Under stairs • Mains water inlet:
Number of staff needed to carry out evacuation plan	To implement the evacuation plan, two number of trained staff are needed on duty



Responsibilities	For ensuring plan is up to date: Claire Limberg For training staff on the evacuation plan and in their roles and responsibilities: Claire Limberg
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In addition to the evacuation plan the following details apply:

- All passageways to escape route will be kept clear
- Escape route are clearly marked
- Training is given to all staff and collaborators