



Health and Safety - Fire Safety and Evacuation

Policy Statement

Emergency evacuation is the urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat or a hazard to lives or property. In the event of needing to evacuate premises the safety of our members, staff, volunteers, and visitors are of the greatest importance. We therefore adhere to the following procedures:

In case of Emergency – Escape Plan

- Memorial Institute - Staff will evacuate the building closing doors behind them (if safe to do so) and will call 999.
- If safe to do so staff will take the register of persons in building.
- Staff will direct people to the evacuation point outside Kennedy Bros showroom and will carry out a roll call.
- When using other venues, staff will make themselves familiar with and carry out each venues fire evacuation plan. They will advise those attending of the emergency evacuation procedure.
- Staff will not use firefighting equipment unless they are trained to do so. It is our policy that no person is put at risk.

In case of Emergency – Trapped by fire

- Staff will call 999
- Staff will close the door of room they are trapped in and will place something along base of door to stop smoke in case of a fire
- Staff will open window for ventilation and shout for help

When Emergency Services arrive:

Staff will show floor plan and register to Emergency Services and will advise of any persons trapped in building who have mobility needs.

Fire Safety Measures:

Staff maintain a register for each regular RSM activity to record who is present in building. All staff are aware of daily staff rota and staff will advise remaining staff if they leave the building.

Staff are aware of members who have mobility needs and will pass this information to Emergency Services.

In the event of a fire, staff will quickly appoint a 'responsible person' to take the lead in an evacuation of the building. This will usually be the Charity Manager.

All staff are aware of the two available fire exits as they are shown as part of their induction.

Fire Alarm system is serviced annually by SAFE I.S and is the responsibility of the Landlord - Rotherfield Parish Council - to test and maintain.

Where possible internal doors will be kept closed

Communal areas/stairwells are kept clear

Firefighting equipment is checked annually by a BAFE accredited organisation and is available to use in the event of a fire, but only to be used by those that have been trained to do so.

Fire exits are kept clear and are clearly marked – the fire exits are:

- The front door to the building at ground level
- Upstairs – far door which leads to fire escape steps

Mock fire drills are performed for staff to familiarise themselves with evacuation procedures

Our commitments:

This policy was written/reviewed by	Staff – Vicky Cheeseman Serving Fire Fighter Mr Garrett
Adopted by	Board of Trustees of Rotherfield St Martin
Date	April 2022 Reviewed 5 th July 2024 – Vicky Cheeseman Reviewed 25 th February 2026 – Liz Matthews
Review date	February 2027

Additional Information

This policy was written with support and advice from Fireman Mr A Garrett