

Naylor's Ark

Fire Evacuation Procedure

Purpose

The purpose of this document is to provide clear information to staff, volunteers and members of the public of the procedure to follow to ensure the safe evacuation of the site to the designated Fire Assembly Point, and correct notification of the Emergency services and senior management of the site.

Discovery of a Fire

Upon Discovery of a Fire:

1. Raise the alarm immediately:
 - a. Shout 'FIRE FIRE FIRE'
 - b. Raise awareness to all Staff/Volunteers present.
 - i. Location
 - ii. What is on fire
 - iii. Animals in this area
2. Call 999, stating the Farms full address:
Naylor's Ark, Coral Green, The Stables, Spencer's Lane, Berkswell, Coventry, CV7 7BY
what3words: decreased.staple.steep

Evacuation Procedure

All persons on site must evacuate the area using the nearest safe route.

Staff/Volunteers

- Calmly guide visitors to the Fire Assembly point
 - Assist any visitors that require it (those with limited mobility)
- If it is safe to do so, all gates, doors and other entries should be closed when the area is confirmed as clear.
- Only move animals that are in immediate danger.
- Ensure that all visitors are accounted for (collect the visitor register during evacuation, if it is safe to do so)
 - Identify who is missing and where and report this information to the fire brigade.
- DO NOT attempt to fight fires, unless you have been competently trained to do so and have assessed the status of the fire and whether

Visitors

- Calmly follow all directions from staff/volunteers during the evacuation
- DO NOT attempt to fight fires, just leave.
- DO NOT stop or return to collect belongings
- Raise awareness to staff/volunteers of anyone who is not present at the Fire Assembly Point

Fire Assembly Point

The designated Fire Assembly Point is located at:

The Entrance gates for the Dog Training Field.