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This plan outlines the action to be taken in the event of a fire and sets out the fire evacuation procedure for this building/site. It has been developed following a fire risk assessment and applies to both regular building users and occasional visitors.

The purpose of the procedure is to:
ensure the safety of all persons in the event of a fire
ensure compliance with the Regulatory Reform (Fire Safety) Order
ensure adherence to official guidance and related standards

All staff are familiarized with the fire evacuation procedure at induction and through regular fire drills. Copies of this procedure will be made available to any person on request.

Information and instructions are conveyed to visitors by introductory talks and fire action notices.

A plan showing fire escape routes and the fire assembly point will be displayed on the notice board.

Responsibilities

Responsible Person	Carolyn Delaney - Residence 365 Limited
Building Manager(s)	Ethan Rodgers

Responsible person

The responsible person will ensure that the fire evacuation procedure is up to date, that staff are trained on the evacuation plan, and there are sufficient staff on duty to carry out the evacuation plan.

Fire Marshals

Fire marshals (under the control of the responsible person) have the following duties:

Checking that each designated area is clear of all personnel

Closing doors if safe to do so

Directing persons to the assembly point

Reporting each area as clear (or otherwise)

Preventing persons from entering the building

Assisting with roll call at the fire assembly point

Conducting regular fire safety inspections of their area

Requirements

To carry out the fire evacuation procedure, the following requirements are needed.

Number of trained staff on duty	One
Equipment needed	Building Manager requires: • Hi-Viz Vest • Torch • Mobile Phone

Fire Hazards

The following hazards have been identified.

Ignition	• Electrical equipment • Electrical systems • Smoking • Arson
Fuel	• Fuel • Furniture and fabric • Waste materials • Flammable substances
Oxygen	• Cylinders
Gas supply shut off	Located in the basement

Mains fuse box	Located in the sub station on the side of block A
Electrical shut off	See location of mains fuse box

Fire Related Equipment

Fire alarm panel:	Located in the main entrance lobby
Fire alarm system:	An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the premises.
Sprinkler system:	None located on site
Mains water inlet:	located in the car park
Fire extinguishers:	None on site
Fire hose:	None on site
Fire alarm panel:	Located in the main entrance lobby
Fire alarm system:	An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the premises.

Evacuation Procedure

Type of evacuation:	Simultaneous Evacuation
Sound of alarm:	Continuously ringing bell siren, audible throughout the premises.
Fire escape routes:	Emergency escape routes are clearly signed, and are kept available and unobstructed at all times.
Fire assembly point:	TNT Motors adjacent to the building

Fire Discovery

If you discover a fire or smoke:

1. Immediately retreat from the fire
2. Operate fire alarm immediately at the closest call point
3. Leave the building by the nearest available fire escape route
4. Proceed to the assembly area
5. Fire fighting equipment may be used only if it is safe and you have been trained to do so

Evacuation

The fire alarm may be triggered manually at a fire alarm call point, or through automatic detection. The following actions will be taken on hearing the fire alarm:

1. On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route
2. The designated building manager on duty will lead the evacuation
3. The designated person will dial 999 for the fire service
4. The following information should be given:
 - Name of person making contact
 - Name and address of building/site
 - Directions to building
 - Details of fire if known (location of fire within building/site, size of fire etc)
 - Contact number
5. Evacuate via the nearest designated escape route where it is safe to do so
6. If the nearest designated escape route cannot be reached due to fire, an alternative escape route is to be used
7. Responsible person to have a record of any visitors within their area
8. Assistance provided to any persons needing additional help in evacuating
9. Any persons with additional needs to have personal emergency evacuations plans in place, and will be implemented as appropriate
10. Responsible person to instruct residents and visitors as necessary to appropriate escape route for the area
11. All persons to assemble and the designated fire assembly point for roll call
12. All persons to remain at the assembly point until officially instructed otherwise
13. Lifts may not be used by any persons during the evacuation
14. No person shall stop to collect personal belongings
15. Electrical mains and gas supplies shut off where safe to do so by the responsible person in charge of the area in which shut off valve is located
16. Responsible person to liaise with fire service on arrival
17. No person shall re-enter the building until officially instructed to do so by the emergency services

Variations

There are currently no identified instances where alternative measures are required.

A separate fire evacuation procedure will be needed in the following circumstances:

1. Special events
2. Out of hours work
3. Lone work
4. Construction work

Means of Escape

Escape routes (corridors, stairways, walkways etc) and exits are shown on the fire plan(s).

All escape routes are kept free from:

- Potential sources of ignition
- Combustible materials
- Obstructions and trip hazards
- The holding open of designated fire doors

All escape routes are adequately lit when the premises is in use. The emergency lighting system utilizes self-contained battery operated lights, trickle charged from the main electrical supply coming into operation on the failure of the local mains lighting. The batteries have sufficient capacity to operate the lights for at least one hour.

Fire Drills

Fire drills are carried out at least twice annually and reflect normal conditions. Scenarios such as the loss of a fire exit due to fire will be included and at least one fire drill per year will be unannounced. Everyone will be fully included with fire drills, including any visitors or contractors present.

After each fire drill, performance will be reviewed to assess the evacuation procedure and highlight areas for improvement.

Reviews will assess:

1. Effectiveness of evacuation procedure
2. Staff knowledge of evacuation procedure
3. Responsibilities
4. Performance of fire marshals
5. Evacuation times