

**ELHAP**

a special needs adventure playground



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## FIRE EMERGENCY PLAN

Name of Organisation: ELHAP (A Special Needs Adventure Playground)  
Address of premises: 119 Roding Lane North, Woodford Bridge, Essex, IG8 8NA  
Date Plan amended: 4<sup>th</sup> February 2013

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Name of person producing plan: Robert Dighton  
Job Title: ELHAP Manager

Signature:

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Action to be taken by a person discovering a fire: To press nearest call point and activate the fire alarm.

How the fire brigade (and any other emergency services) are to be called and who is responsible: The senior most staff will call the fire brigade by mobile telephone.

Fire warning system (description of bells/sirens/voice etc and types of signals and location of system panel): Smoke and Heat detectors in every room with sounders and strobe light alarms in every area. The fire alarm system panel is located in the downstairs office nearest the front door.

Evacuation procedures (description of procedures to be followed): All persons must leave the building through the nearest fire exit and make their way to the assembly point in the driveway.

Key escape routes (How access can be gained, where they lead to, how they are protected from fire):  
Downstairs: Through the Front Door and/or Rear Door

Upstairs: Through the fire exit in the Adult Day Service room, onto the structure and down.

Fire exits are protected by fire safety doors and fire extinguishers located by every fire exit.

Assembly points: Driveway

Duties and identities of employees with specific: Phillip Willis (Playworker), Lawrence Lubbock

responsibilities:

(Playworker), Emma Jones (Sleep Over Project Worker) and Bradley Stoughton (Day Service Project Worker) are trained Fire Wardens.

Robert Dighton (Manager) is the designated Fire Safety Officer.

Arrangements for safe evacuation of persons identified as being especially at risk from fire:

Please refer to individual Personal Emergency Evacuation Plans (PEEPS).

Fire fighting equipment provided:

CO2 and Water fire extinguishers are located in the following areas:

- Downstairs by front door/kitchen
- Downstairs by rear door
- Upstairs outside kitchen
- Upstairs by fire exit in Adult Day Service room

Fire Blankets are located by the door in the downstairs kitchen and outside the door of the upstairs kitchen.

Specific arrangements for high fire risk areas:

There are no high risk fire areas at ELHAP.

Procedures for liaison with Fire Brigade on arrival (who, where, what etc):

The senior most member of staff will liaise with the fire brigade at the assembly point (driveway)

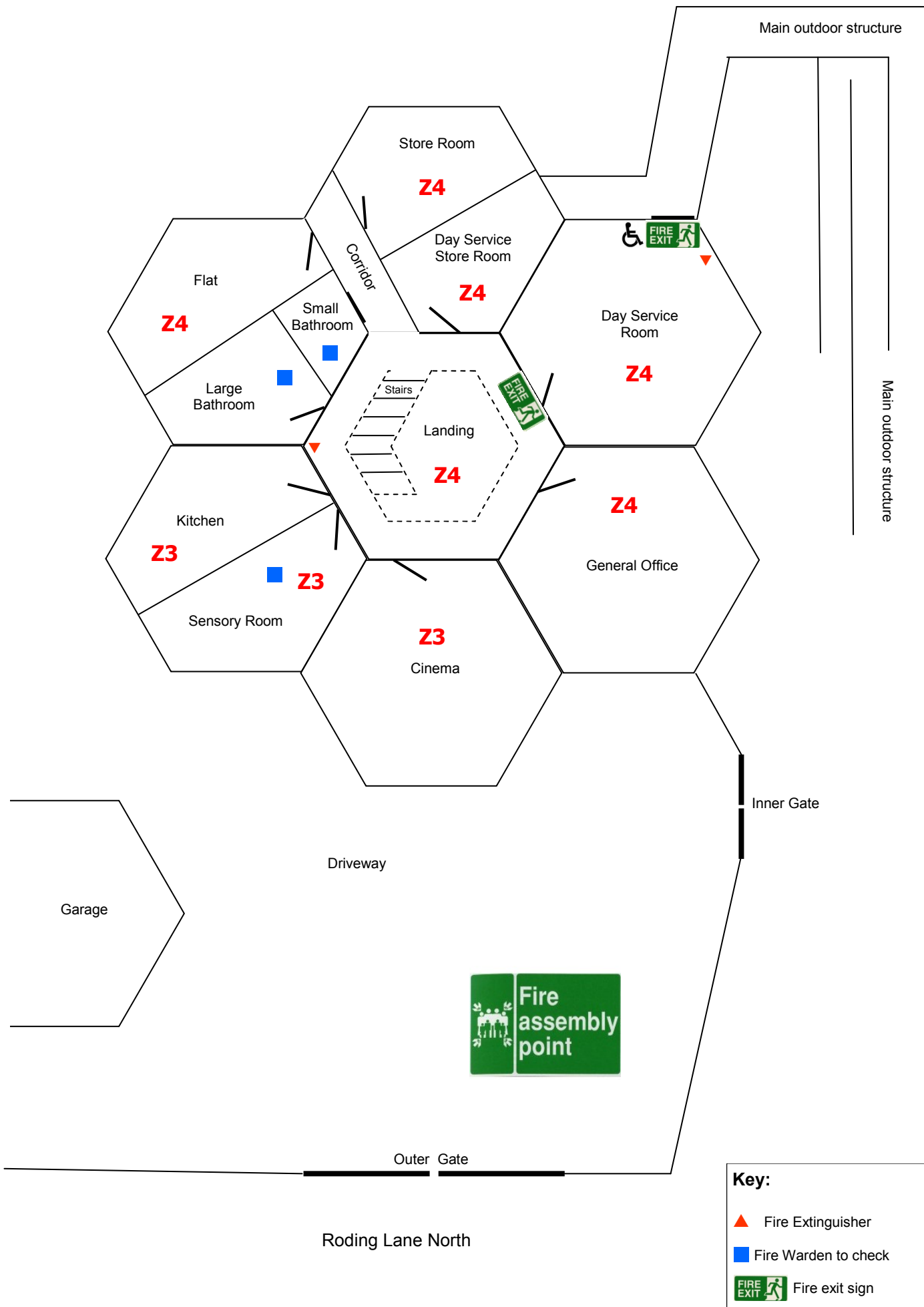
Training needed by employees and arrangements for giving such training:

All staff and volunteers are inducted into fire safety procedures within their first week of work.

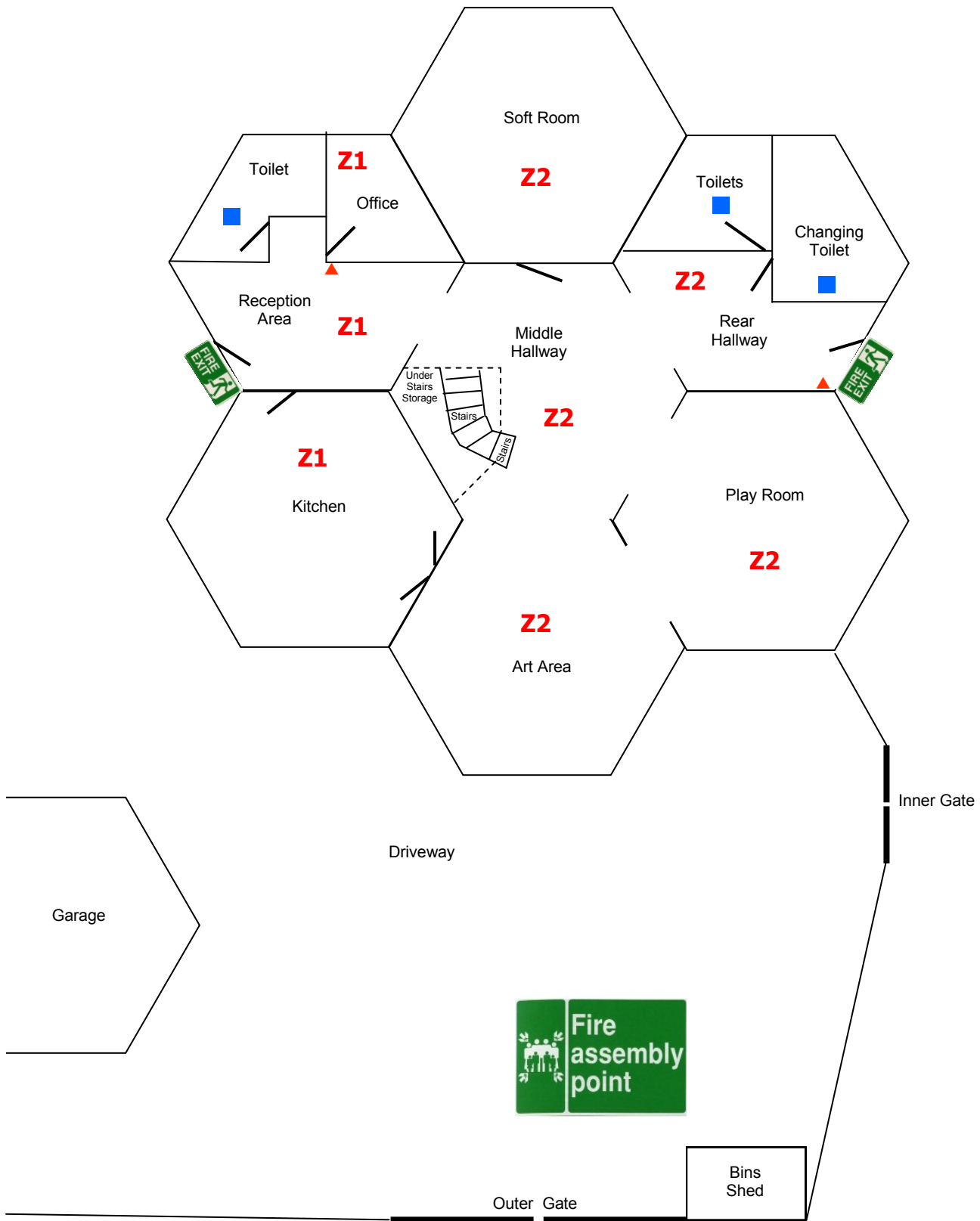
Fire Drills are regularly conducted (at least every 3 months) to ensure all staff and volunteers are competent at safely evacuating the building.

At least 3 permanent staff receive fire warden training.




# ELHAP FIRE SAFETY MAP: UPSTAIRS AREA



# ELHAP FIRE SAFETY MAP: DOWNSTAIRS AREA



**Key:**

-  Fire Extinguishers
-  Fire Warden to check
-  Fire exit sign