

Fire Emergency Evacuation Procedure (FEEP)

Communication

- All staff to check daily their walkie is in good working order

Fire Evacuation Strategy

The main strategy is to make sure that all employees have read and understood the Fire Risk Assessment & The FEEP. This is to be reviewed and updated as and when required and any changes to be communicated with all employees at Core Creative Education.

When the alarm is sounded via the fire alarm or communication over the radios, all people to move to the assembly point in a calm manner.

Action on Discovery A Fire

On discovering a fire, it is the duty of the person to sound the nearest fire alarm via the call points immediately and alert people over the radios. *Do not place yourself or others at risk. Fire-fighting equipment should only be used where staff have received appropriate instruction, the fire is small, there is a clear means of escape, and it is safe to do so.*

- If inside the Cabin shut any doors
- If in the kitchen use the fire blanket provided if safe
- Fire extinguishers are in the Cabin, Yurts & Barn

Action on Hearing the Fire Alarm / Radio Communicated Alarm

- For all mentors, take your student /s quickly and calmly to the assembly point
- Fire Marshalls to take the lead
- Register from Office to be taken to assembly point. *A roll call of students, staff, visitors and volunteers will be completed immediately at the assembly point. Any unaccounted-for person must be reported immediately to the Fire Service. No person should re-enter a building to search for another individual.*
- Ensure the Farmhouse is alerted
- Ensure radio communication is clear and concise
- Ensure all people are accounted for. *No person may re-enter any building until the Fire and Rescue Service, or the senior person in charge where the Fire Service has not attended, confirms that it is safe to do so.*
- If in the big woods or far away, maintain communication until reach assembly point
- Working as a team to ensure students with mobility issues are helped to assembly point. *Staff will provide appropriate assistance to any student, visitor or member of staff who requires support to evacuate. Where appropriate, Personal Emergency Evacuation Plans (PEEPs) will be developed and followed for individuals requiring additional assistance.*

Calling the Fire Brigade

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Explore - Create - Learn – Grow

~~If the fire cannot be dealt with safely onsite, call 999 – Rachelle or any Manager will liaise with the Fire Service~~ *If there is any doubt about the safety of the situation, evacuate immediately and call 999. Life safety always takes priority over protecting buildings or equipment.*

The address is written on the board by the phone in The Cabin

The Cabin – Limemead Farm
Halstock, Dorset BA22 9QU
Office 01935 891248

If the cabin is unsafe to enter & call the fire brigade from, the Farmhouse has another landline number. Signal for mobile phones can be obtained in the assembly point.

Power Isolation

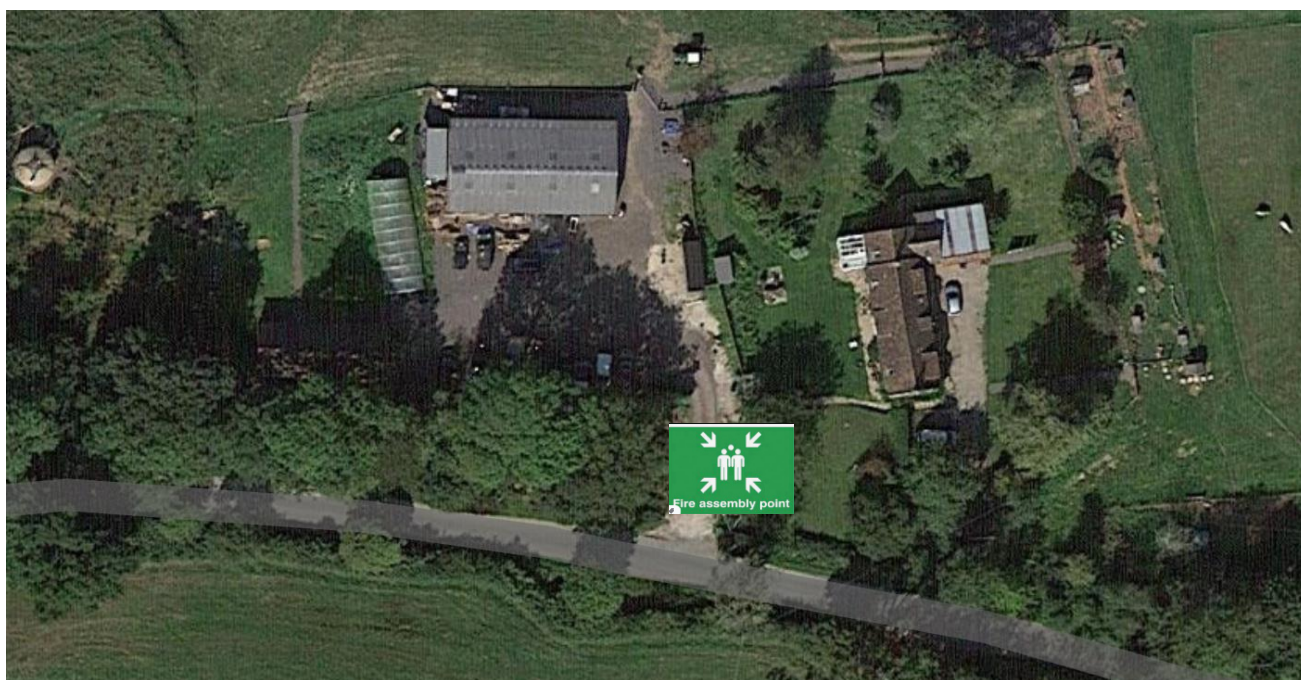
The power main switch is located in the office in The Cabin in the top box as the large red switch labelled 'Main Switch'. Flip the switch down if it is safe to do so and appropriate for the location of the fire.

Key Escape Routes

- The Cabin - go through any exit doors in The Cabin and in darkness follow the escape route signs and the emergency lighting.
- The barn is open sided – gate

Assembly Point

The assembly area is the place of safety away from the premises for people to gather in the case of a fire. By the gate on the drive is the assembly point / area.



Fire Fighting Equipment



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CCE020 FIRE EMERGENCY EVACUATION Procedure

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- The Cabin has a Water Fire Extinguisher in the corridor
- The Cabin kitchen has a Fire Blanket on the wall by the door
- The Cabin has 2 self-closing fire doors to the main room and the kitchen
- The Barn has a Powder & Water Fire Extinguishers
- Each Yurt has a water Fire Extinguisher

Fire drills will be carried out periodically and recorded. Any issues identified during drills or actual evacuations will be reviewed to improve future emergency responses.

Signed: Alasdair Green (Education manager) Date 1/7/26

This procedure will be reviewed annually, or as and when there are any changes in the law or procedures.