

Fire Evacuation Plan for Green Labyrinth Training

Emergency Evacuation Plan for:	Green Labyrinth Training
Premises address and contact number	1 Milton Road, Swindon, Wiltshire, SN1 5JE Landline: 01793 236245 Mob: 07886 258319

Sound of the alarm	
The sound of the alarm will either be:	
<ul style="list-style-type: none"> - A continuously ringing bell, a continuous warning siren etc. - A member of staff informing all students and staff to evacuate 	

Raising the alarm	
In the event of a fire, a staff member, visitor or whoever discovers the fire must:	
<ul style="list-style-type: none"> - notify all persons in the centre of the fire and its location - raise the alarm by activation of the nearest call point or informing people verbally (whistle, shout etc.) - if fire is detected by smoke detectors, this will trigger the fire alarm automatically 	

Fire Marshalls	
Sam Willis	Lead Fire Marshall
Karen Stew	Ground Floor
Martin Denyer	First Floor
Lauren Peacey	Second Floor

Action staff should take on hearing the alarm	
The following actions will be taken upon the fire alarm being sounded/raised:	
<ol style="list-style-type: none"> 1. Lead Fire Marshall to dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire 2. The Fire Marshalls will take charge and lead in the fire evacuation 3. Staff will commence evacuation of the building under the instruction of a Fire Marshall on each floor according to the table above. Please note risk assessments for those who may need additional support to evacuate in an emergency 4. Lifts are not to be used for evacuation 5. Belongings to be left in the building. 6. Fire Marshalls to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out 7. Admin to collect Reception Laptop and Sign in Books to check and verify all learners, staff and visitors are accounted for once outside the building 8. If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The Gas Mains are located on the Ground Floor cleaner cupboard next to the Disabled Toilet. The Electrics Mains are located in the Fire Escape stairwells on each floor 9. Meet at the assembly point quickly and safely 10. The Fire Marshalls are to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service 	

Author: S. Willis
Version/Date: 28.08.2025
Review Date: 28.08.2026

11. The Lead Fire Marshall to liaise with Fire Service upon their arrival
12. Incident Report completed following the incident and landlord informed by Management
13. Incident Report is stored

Escape routes

The escape routes from the building are:

1. Main flight of stairs
2. Fire Escape side stairwells accessible from each floor

Fire assembly point

The assembly point is: Opposite the staff car park, across the road in the walkway into town. See photos on Page 4.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key fire related equipment

- Location of fire alarm panel: Every floor

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 1 member of trained staff is needed on duty
- Between 9:00 and 4:00 weekdays only

Equipment needed to implement the emergency plan

Reception Mobile, Fire Marshalls to wear High Vis Jacket, Registers, Sign in Books, Pens

Variations to plan

If lone working, staff need to be aware of the procedure and where to locate alarms. For any late opening a Fire Marshall will need to always be present.

Back up arrangements

A manager will be required to undertake the role of Fire Marshall if no staff are available

Responsibilities

For ensuring plan is up to date	Green Labyrinth SLT
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc. to ensure there are always a sufficient number of trained staff available on site.

Author: S. Willis

Version/Date: 28.08.2025

Review Date: 28.08.2026

MILTON ROAD ASSEMBLY POINT

Author: S. Willis
Version/Date: 28.08.2025
Review Date: 28.08.2026



- Always follow Fire Marshall instructions
- Cross the road safely
- Await roll call in assembly point in between the 2 buildings behind the college site
- Be mindful of the scaffolding and do not touch or attempt to enter the construction site
- Respond loudly and clearly when your name is called when a Fire Marshall is taking roll call
- Do not re-enter the building at any time until told to do so by a Fire Marshall

Author: S. Willis

Version/Date: 28.08.2025

Review Date: 28.08.2026