



## Making Skills Fire Evacuation Plan



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| Owner                | Claire Kerr                 |

| Date | Amendments made | Updated by |
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## **FIRE EVACUATION PLAN**

### **Standalone Building – Multiple Rooms**

Organisation: Making Skills

Building Description: Standalone building with one main classroom, one smaller work room and one toilet facility

Responsible Person (Tutor / Trainer): \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Review Date: \_\_\_\_\_

#### **1. Purpose**

This fire evacuation plan outlines the procedures to be followed to ensure the safe and prompt evacuation of all occupants from the standalone building, which consists of a main room, a smaller work room, and a toilet facility.

#### **2. Fire Alarm**

On hearing the fire alarm, all occupants must evacuate immediately. Do not stop to collect personal belongings.

#### **3. Areas Covered**

This plan applies to all areas within the standalone building, including:

- Main classroom
- Smaller work room
- Toilet facility

#### **4. Evacuation Procedure**

- Raise the alarm immediately if a fire is discovered.
- Tutor / trainer to check the smaller work room and toilet if safe to do so.
- Evacuate via the nearest exit door.
- Close doors behind you where safe.
- Do not re-enter the building.
- Proceed directly to the muster point next to the main gate.



## 5. Escape Routes

All rooms must use the designated exit route leading out of the building. Escape routes must be kept clear at all times.

## 6. Muster Point

The designated muster point is located next to the main gate. All occupants must assemble here and remain until instructed otherwise.

## 7. Roll Call / Register

The tutor or trainer will take a register immediately at the muster point. Any missing persons must be reported to the Fire & Rescue Service.

## 8. Responsibilities

Tutor / Trainer:

- Lead the evacuation.
- Sweep the work room and toilet if safe to do so.
- Take the attendance register.

Learners / Visitors:

- Follow instructions calmly.
- Evacuate immediately and go to the muster point.

## 9. Personal Emergency Evacuation Plans (PEEPs)

Any individual requiring assistance must have a Personal Emergency Evacuation Plan in place and known to the responsible person.

## 10. Fire Fighting Equipment

Fire extinguishers are provided for emergency use only by trained persons. Evacuation takes priority over fire fighting.

## 11. Re-entry to the Building

Re-entry is not permitted until authorised by the Fire & Rescue Service or responsible person.

## 12. Training and Review

Fire evacuation procedures must be explained during induction and reviewed annually or after any significant change.