



Fire Evacuation Plan for Dormitory, LSAC

Emergency Evacuation Plan for:	Dormitory
Premises address and contact number	Leslie Sell Activity Centre Molivers Lane Bromham Bedfordshire MK43 8LD
Plan date	July 2026
Review date	July 2027

Sound of the alarm

The sound of the alarm will be:

A continuous fire alarm throughout the building

Raising the alarm

In the event of a fire beginning

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point, or commencing manual warning (ie. shout).

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised: (modify/delete as applicable to your site)

- Leave the building by the nearest fire exit.
- Assist anyone who needs help to leave.
- Close all doors behind you.
- Do not stop to collect personal belongings.
- Report to the Assembly Point which is located adjacent to the bins at the main gate.
- Do not re-enter the building until authorised to do so.
- Group Leader is to ensure that all group members are clear of the building by use of fire register.
- Group leader is to liaise with Fire Service in the first instance.
- Inform the Site Manager of the incident on 07466402285.

Escape routes

The escape routes from the building are: (detail designated fire escape routes)

1. Activity/Dining Area – exit through activity hall fire exit, opposite the kitchen area, taking you onto the car park. From here, individuals should make their way to the front of the building and to the fire assembly point, as detailed below.
2. Bedrooms – exit through either the boot room side exit, or the corridor fire exit.

Fire assembly point

The assembly point is: Adjacent to the bins, by the main gate to the car park.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- The individual feels confident and is competent 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, individuals should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: n/a
- Mains fuse box: boot room/ corridor
- Mains water inlet: cleaning cupboard
- Gas/oxygen cylinders: N/A
- Fire extinguishers: activity area, entrance hall, corridor

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 2 adults needed on duty

Equipment needed to action the emergency plan

Mobile phone

Back up arrangements

In the event of our systems failing, verbal communications would be used (ie. shouting) to alert all individuals of the emergency.

Responsibilities

For ensuring plan is up to date	Site Manager
For ensuring adequate personnel are available to carry out the evacuation plan	Group Leader
For training staff on the evacuation plan and in their roles and responsibilities	Group Leader

To view the Fire Evacuation Plans online, please use the QR code below, or visit:

www.lsac.org.uk/fire-evacuation-plans

