



Fire Evacuation Plan for Training Centre, LSAC

Emergency Evacuation Plan for:	Training Centre
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:
An series of air horn blasts

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 use of the air horn opposite the main entrance, or commencing manual warning, (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 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. Main hall – fire exits are located on opposing sides of the main hall, with exits taking you onto the car park and rear garden respectively. From here, individuals should make their way to the front of the building and to the fire assembly point, as detailed below.
2. Kitchen – exit through either the main entrance, meeting room fire exit, or main hall fire exits
3. Meeting room – exit through the meeting room 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

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| <ul style="list-style-type: none">• Gas supply shut off: Kitchen• Mains fuse box: Electrical cupboard in Main Hall• Mains water inlet: Kitchen• Gas/oxygen cylinders: N/A• Fire extinguishers: Entrance Hall, Main Hall |
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Number of staff needed to carry out evacuation plan
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| <ul style="list-style-type: none">• To implement the evacuation plan, 2 adults needed on duty |
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Equipment needed to action the emergency plan
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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.
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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

