



# Emergency Policy & Procedure

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**Cumbria Family Support Ltd  
The Office  
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## 1. Introduction

Preventing the outbreak of fire is the primary objective in controlling fire risks but, if this is not achieved, it is vital to enable people to escape safely and/or to find the nearest fire safety equipment and features. When fires and emergencies occur, they require quick, correct and decisive responses.

This document is to ensure all employees are informed of CFS planned response to emergency situations and are expected to adhere to these guidelines, in addition to observing the content of the CFS Health and Safety Policy.

The Board of Trustees has overall responsibility for fire safety standards and safe arrangements in the demised areas of the C F S premises at the Office, Mardale Road. The Landlord is responsible for fire safety standards and safe arrangements in the communal areas. The Landlord is also responsible for the annual testing of break glass call points, smoke detectors and emergency lights.

The fire assembly point has been established as being within the car parking area, at the rear of the building.

Working areas must be kept tidy and all escape routes / fire exits un-obstructed. This above matter will be the responsibility of all employees.

A competent person examines fire-fighting equipment on an annual basis. A fire alarm system is in operation that has manual call points. The alarm emits a siren when activated.

The fire extinguishers are located in various locations in the CFS demised areas and communal areas.

Fire risk assessments for the CFS demised areas shall be carried out and implemented by the Chief Officer and Business Manager.

Fire hazards must be reported without any delay. In the first instance, employees should report to their **Line Manager** or the **Chief Officer** if their Line Manager is not available at the time.

Highly flammable / flammable liquids and substances are not stored on the premises.

## **2. Fire Emergency Plan for all Employees**

### **Action by person identifying the fire:**

1. Set off fire alarm by pressing break glass point, unless the smoke detectors have already set the alarms off. NOTE: Break glass points are located near to fire exits.
2. CALL 999 and ask for the Fire Service.

*NOTE: If the fire is very minor and located away from the exit route and the person has been trained in the use of a fire extinguisher, they can fight the fire with an extinguisher but this is not mandatory.*

### **Action by all personnel on hearing the fire alarm:**

1. All personnel, including any visitors or contractors, to leave the building in a calm and orderly way using the closest marked escape route, if safe to do so. NOTE: Escape routes are marked by green 'running man' signs.
2. All personnel to close doors, walk and not run and do not pause to collect any personal belongings.
3. Walk to the assembly point in the car park to the front of the building.
4. Ensure they are on the roll call and remain there as it is vital that everyone who was in the building is accounted for.
5. Do not re-enter the building until told it is safe to do so by the Senior Fire Officer present.

### **Fire Marshall responsibilities:**

*NOTE: an agreement will be made between the tenants and landlord as to the appointment of Fire Marshalls, ensuring that there is sufficient coverage for all parts of the building.*

1. Report the fire to emergency services (if this hasn't already been done by another member of staff). Dial 999 and ask for the Fire Service and confirm that there is a fire at The Office, Mardale Road, Penrith, CA11 9EH and ensure that this is acknowledged.
2. Put on high visibility waistcoat.
3. If safe to do so, check each room in their designated area to confirm that it has been evacuated, starting at the furthest point from their planned exit route and working towards the exit.
4. Implement the agreed procedure to ensure safe evacuation of any disabled person - see further guidance below regarding Personal Emergency Evacuation Plans (PEEPS).
5. Organise a roll call at the assembly point, by liaising with a representative of each of the tenants. Confirm personnel and visitors are present and make the Fire Service aware of any apparently missing personnel or visitors.
6. Do not enter the building until told it is safe to do so by the Senior Fire Officer present.

## **Personal Emergency Evacuation Plans (PEEPS).**

When planning an evacuation for someone with a disability, they are commonly referred to as a PEEP (Personal Emergency Evacuation Plan). The PEEP is a personal plan which is developed by a manager to aid the safe evacuation of the named individual in the event of an emergency.

All CFS employees and visitors working at CFS offices must have an up to date PEEP in place.

Managers should follow the guidance on the Government website [Fire safety for people with sight, hearing or mobility issues \(accessible version\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/fire-safety-for-people-with-sight-hearing-or-mobility-issues) when completing the PEEP.

### 3. Fire Safety Management Plan

#### **FIRE SAFETY PLAN**

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON  
THE BOARD OF TRUSTEES (DEMISED AREAS) AND THE LANDLORD (COMMUNAL AREAS)

#### **FIRE SAFETY RISK ASSESSMENT**

PERSON RESPONSIBLE FOR CARRYING OUT & REVIEW

RESPONSIBLE PERSON  
THE CHIEF OFFICER (DEMISED AREAS) AND THE LANDLORD (COMMUNAL AREAS)

#### **MAINTENANCE PROGRAMME**

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISION
- FIRE ALARM.
- EMERGENCY LIGHTING.
- FIRE FIGHTING EQUIPMENT.
- ESCAPE ROUTES.
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON  
THE CHIEF OFFICER

#### **EMERGENCY ACTION PLAN**

PERSON RESPONSIBLE FOR:

PRODUCTION AND REVIEW

RESPONSIBLE PERSON  
THE CHIEF OFFICER

#### **STAFF TRAINING**

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILL

RESPONSIBLE PERSON  
THE CHIEF OFFICER