

On Discovery of Fire

EMERGENCY CONTINGENCY PLAN FOR EVACUATION OF STAFF AND GUESTS

Beacon Country House Hotel

Raise the Alarm by the nearest "Break Glass" call point – simply push hard in the centre of the plastic pane to activate.

Call points are located:

Ground Floor: Back door, Front door.

First Floor top of stairs, and by Fire exit

Second Floor (Private Area), Top of stairs

Do not attempt to fight the fire unless required to aid escape, you are trained to use extinguishers and feel confident to do so.

Call the emergency services

999 as soon as it is safe to do so and tell them:

- Beacon Country House Hotel, St Agnes TR5 0NW
- Nature of incident (if known)
- 01872 552318

On hearing the alarm

Leave the building quickly and calmly by the nearest exit. Fire exits are located

Ground Floor: Front door and back door

First floor: Fire exit is situated next to room 3 and is clearly signposted

Go to the assembly point **FRONT LAWN OPPOSITE FRONT DOOR -**
By assembly point which is clearly sign posted and await role call and further instruction from the Fire Marshall.

Stay at your assembly point at all times until directed otherwise by the Fire Marshall/Incident Controller.

Do not attempt to enter the building until you have been informed it is safe to do so.

The Fire Marshalls are:

NIGEL JAMES, JANE JAMES AND ANDREW EAD

Fire panel check will be done by Nigel, Andrew or Jane James.

Evacuations Assistance and building checking

All staff are responsible for the immediate evacuation and safety of themselves and guests.

Nigel James, Jane James and Andrew Ead will be responsible for checking the building and assisting evacuating

Any Guests with additional needs will be assessed on check in for any extra assistance that may be needed, and a personal evacuation form completed.

Role Calls

Andrew, Nigel and Jane James are responsible to account for all guests, staff and visitors

Fire Fighting

Andrew, Nigel and Jane James will attempt if possible, to put out small fires with the firefighting equipment available. Only trained staff on the use of fire extinguishers should attempt to tackle small fires.

Isolating Services- Nigel, Jane James and duty chef RESPONSIBLE

Cooker if in use to be turned off by the chef and the emergency red button to be pressed.

The designated person will turn off the gas at outside valve (If safe to do so)

The oil supply to the boiler is fitted with a fire sensing valve.

The hot water and central heating will be turned off if safe to do so.

The mains electricity board are situated outside the kitchen and thus will be turned off/Isolated if necessary.

Meeting of Fire and Rescue Services
Nigel and Jane James or Andrew Ead will meet and provide emergency services with any information as regards guests, hotel layout etc
Contingency Plans
Whistles/fire horn will be used to the sound the alarm in case of failure of the fire alarm system. Contingency assembly area is rear back lawn All personal belongings to be left in the hotel and only collected when deemed safe by the emergency services Emergency fire marshal bag to be kept next to the Main Fire Panel during daytime hours and with Nigel and Jane James, overnight. Record of all guests staying overnight to be kept with Nigel and Jane James and a set of master keys.