

## Fire Evacuation Plan – Lostwithiel Offices

### Angel Fulfilment Services 2025

Emergency Evacuation Plan for:	Angel Fulfilment Services Ltd.
Premises address and contact number	Unit 2C, 2D (“Main Building”) & 2E (“Bunker Building”), Restormel Industrial Estate, Lostwithiel, Cornwall PL22 0HG  01726 819 000
Plan date	18/11/2025
Review date	18/11/2026

#### 1. Purpose of This Plan

This Fire Evacuation Plan outlines the procedures to follow in the event of a fire at Angel Fulfilment Services. It ensures that all staff, visitors, and contractors can evacuate the premises safely and efficiently.

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#### 2. Alarm Systems

##### Main Building:

- Continuous ringing bell

##### Bunker Building:

- Loop of three loud electronic beeps
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#### 3. Raising the Alarm

##### If a fire is discovered in the Main Building:

- Activate the nearest fire call point.
- Automatic detectors will also trigger the alarm.

##### If a fire is discovered in the Bunker Building:

- Evacuate the Bunker immediately.
  - Notify a Manager in the Main Building.
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#### **4. General Evacuation Procedure (Applicable to Both Buildings)**

When the fire alarm is heard or a fire is reported:

##### **4.1 Initial Actions**

Shift Managers and Senior Managers initiate and lead the evacuation.

- Call **999** immediately. Provide:
  - Name and role
  - “Angel Fulfilment Services”
  - Full building address
  - Contact number
  - Known details of the fire

##### **4.2 Evacuation Process**

- Evacuate calmly and quickly using the nearest safe exit.
- Assist anyone requiring additional help if safe to do so.
- Sweep allocated zones if safe to do so, closing doors behind you.
- Do not use lifts.
- Do not retrieve personal belongings.
- Do not return to the building until safe to do so.

##### **4.3 Post Evacuation**

- Proceed to the assembly point in the front car park.
- The Manager leading the evacuation completes a full roll call of staff, visitors, and contractors. The roll call can be accessed by scanning the QR code at the Fire Assembly point.
- If anyone is unaccounted for, notify the Fire Service immediately.
- A Manager liaises with the Fire Service upon their arrival.
- Re-entry is strictly prohibited until the Fire Service or a Manager confirms the building is safe.

##### **4.4 False Alarm Re-Entry Procedure (When Fire Service Attendance Is Not Required)**

You may silence the alarm and permit re-entry without contacting the Fire Service only when all of the following conditions are met:

- The cause of the alarm is known and confirmed to be non-fire (e.g., steam from kettle, cooking fumes, aerosol, accidental detector activation).

- There are no signs of fire, including:
  - No smoke
  - No smell of burning
  - No heat
  - No electrical arcing or unusual noises
- All occupants have fully evacuated and are accounted for at the assembly point.
- A Shift Manager or Responsible Person has at their discretion checked and verified that the area is safe to re-enter.
- The alarm system has been reset correctly.
- If any of the above cannot be confirmed, you must call 999 and wait for the Fire and Rescue Service.

The incident must be logged in the Fire Safety Log Sheet.

## **5. Building Specific Instructions**

### **5.1 Main Building**

#### **Escape Routes – Ground Floor**

- **Main Entrance:** Exit via the office lobby and through the Main Entrance double doors.
- **Side Exit:** Through internal white double doors and out the side double doors.
- **Rear Exit:** Via the single “turn-to-open” fire door at the rear.

#### **Escape Routes – First Floor**

- Exit the office via the double doors to access the stairs, keep left when you get to the bottom of the stairs and exit through the Main Entrance double doors.
- If Main Entrance is obstructed, use the **Side Exit** or **Rear Exit** on the ground floor.

#### **Alternative Fire Escape (If Stairs Are Blocked)**

1. Break the wall-mounted key box and unlock the adjacent door into the ‘Accountants Offices’ (this is permitted in emergencies).
2. Walk straight to the end of the corridor and enter the office directly in front of you.
3. Proceed through the fire escape door and exit down the external metal stairwell.

### **5.2 Bunker Building**

#### **Opening Procedure:**

- Upon opening the building, both gates must be opened. Gates can only be closed and locked once the building is no longer occupied.

#### **If a fire is discovered:**

- Attempt extinguishing only if:
  - Trained and confident
  - The fire is very small (e.g., wastepaper bin sized)
  - You deem it safe to do so
- Evacuate immediately regardless of extinguishing attempts.
- Notify a Manager in the Main Building.

**If the fire cannot be extinguished:**

- Managers alert Fire Service and, based on their advice, assess whether a full evacuation is necessary.

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## **6. Assembly Point**

**Location:** Front car park next to the green Assembly Point sign.

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## **7. Fire Safety Roles & Responsibilities**

### **7.1 Fire Safety Responsible Person**

**Martin Cundy**

- Ensures plan remains current.
- Ensures adequate staff cover.
- Oversees training and compliance.

### **7.2 Managers**

(Appointed per zone by incident lead)

Responsibilities:

- Lead evacuation in their area.
- Sweep their designated zone.
- Close doors behind them.
- Report “area clear” at assembly point.

### **7.3 Shift Manager / Senior Manager**

- Overall incident lead.
- Liaise with Fire Service.
- Confirm roll call completion.

- Ensure no unsafe re-entry.
  - Carry out roll call.
  - Identify missing persons for Fire Service.
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## **8. Personal Emergency Evacuation Plans (PEEPs)**

Angel Fulfilment Services will create a PEEP for any staff member, contractor, or frequent visitor who informs us they:

- Have mobility challenges
- Have sensory impairments
- Have temporary conditions affecting evacuation ability (injury, pregnancy, etc.)

PEEPs are held confidentially by management.

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## **9. Use of Fire Extinguishers**

Extinguishers may be used only when:

- The fire is very small
- The individual is trained and confident
- There is a safe, unobstructed escape route

**Personal safety takes priority.** If in doubt, evacuate immediately.



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## 10. Fire Safety Equipment & Hazard Locations

- **Mains Fuse Boxes:**
  - Ground floor internal entrance to Unit 2C
  - First-floor small call centre office
  - Storeroom next to Bunker Building
- **Fire Alarm Panel:** Main Entrance
- **Generator:** External locked store (low risk)

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## 11. Fire Drills

- Conducted **at least once per year**.
- Must involve all staff on site.
- Outcomes are recorded and reviewed by management.

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## 12. Post Incident Actions (After All Clear)

- Manager informs the Senior Management Team.
  - Senior Management Team inform Landlord if deemed appropriate.
  - Fire Safety Log Sheet is completed.
  - Any extinguisher used is replaced.
  - Any faults or issues identified are escalated for corrective action.
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### **13. Equipment Required to Support the Plan**

- Pulse rollcall system
  - Fire extinguishers (checked annually)
  - Fire alarm systems
  - Clear signage and maintained escape routes
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### **14. Review and Approval**

This plan is reviewed annually or after any significant building, staffing, or process changes.

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