



Fire Evacuation

In case of fire, guests should evacuate to Assembly Point **A**

A



Not to scale



In Case Of Fire; Carer's Responsibilities

At Calvert Trust Exmoor we take our duty of care to all guests very seriously.

We have been working with Devon and Somerset Fire and Rescue Service to ensure we make best possible provision for all guests in case of a fire.

We aim to be able to evacuate the centre, without the assistance of the Fire Service, within 3 minutes.

To provide a co-ordinated response that reflects the varying needs and abilities of all guests staying in the centre, we expect that those guests who have care responsibility for others will act as 'Responsible Adults' for their charges in case of fire.

'Responsible Adult' includes (but is not limited to) carers, adult family members, personal assistants, support staff, group leaders, teachers, volunteers within groups, and any other person who has responsibility for others.

The aim of this document is to provide a clear outline of your responsibilities as a Responsible Adult while on site at Calvert Trust Exmoor.

Once you have read it, if you have any queries about anything in this document please speak to a member of Calvert Trust Exmoor staff, either in person while on our site, or by calling 01598 763221.

Responsible Adults are expected to;

On Arrival

- Familiarise themselves and their group with the location of emergency exits, (in particular the nearest emergency exit(s) to their group's accommodation), and with the location of Assembly Point A.
- Familiarise themselves with the location of 'break glass' fire alarm call points near to their group's accommodation.
- For those whose charges have a visual impairment, walk the route of escape from their accommodation.

If The Fire Alarm Sounds

- Evacuate their charges, via an appropriate safe route, and assemble with their charges at Assembly Point A (see map overleaf).

Remember: Do not stop to collect personal belongings, and **do not** use the lifts.

- Report missing persons to the Calvert Trust Exmoor member of staff taking a guest role call at Assembly Point A.
- Remain with their charges at Assembly Point A until given further instructions by Calvert Trust Exmoor staff or the Fire Service.

Fire Risk Assessment

Calvert Trust Exmoor will make an initial fire risk assessment in advance of guests arrival, based on the information provided by guests during the booking process on the Medical Form.

The risk assessment is a dynamic document; if new risk factors come to light during a guest's stay at Calvert Trust Exmoor then they will be included.

Factor's that increase a guest's risk during a fire include the nature of their disability, their ability to self evacuate, their likelihood of having an adverse reaction to the sound of the fire alarm, the presence in the room of oxygen cylinders or other pressurised medical gases, etc.

Fire Evacuation

In case of fire Calvert Trust Exmoor staff will assist with the evacuation of guests; priority will be given to assisting guests identified as being at the greatest risk during the risk assessment process.

Evac-Chairs (pictured right) are available at all stairwells in accommodation areas; they are intended to be used to evacuate guests with physical disabilities that prevent them from using stairs (for example wheelchair users and those with mobility difficulties).

If you are the Responsible Adult for a guest that may need to use an Evac-Chair we offer training in how to use the chair; please ask at reception.



If You Find a Fire

Stay calm; raise the alarm by activating a 'break glass' call point (pictured right). Ensure that you do not put yourself or anyone else in danger by activating it, and evacuate yourself and your charges.

There are fire extinguishers of various types at numerous locations through the centre. Fire extinguishers should only be used by competent, trained persons who have a safe escape route. If in doubt, evacuate.



If in Doubt...

We hope this document is a clear outline of your responsibilities as a Responsible Adult while on site at Calvert Trust Exmoor. If you have any queries about anything please speak to a member of Calvert Trust Exmoor staff, either in person when on our site, or by calling 01598 763221.