

**EMERGENCY ACTION PLAN
FOR
AXMINSTER EATS BOUTIQUE
Minster Green
What3words: circles.discos.props**

24 MAY, 28 JUNE, 26 JULY, 23 AUGUST 2024

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FIRE EMERGENCY

When fire is discovered:

- Alert bystanders to evacuate area
- Notify the local Fire Department by calling 999
- Notify the site personnel about the fire emergency by the following means:

**Voice Communication
Phone 07970 857696**

Evacuation routes:

- **Path at rear to Church Street**
- **Path at rear to Silver Street**
- **in front of Church to Silver Street**

Refuge points:

- **Church doors, north side**

If not available

- **pavement on Church Street**

Fire Extinguishers / fighting equipment:

- **All vendors to carry fire fighting equipment suitable to their needs**
- **fire blanket at The Salty Arms bar**

Only use fire fighting equipment if trained to do so

Fire Alarms

- **Gas sounder alarm located at the bar**
- **Trader outlets to have means of alerting public (voice) and emergency co-ordinator (mobile phone)**
- **Person identifying the fire should call 999 or, if unable to do so, alert the co-ordinator.**

Assembly Points

- **Staff and trader assembly point Queen Victoria Jubilee Monument**
- **General public will be advised to leave the area and assemble at Silver Street**

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the area using the designated escape routes.
- Assemble in the designated area (specify location): Silver Street
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of employees reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees and patrons in emergency evacuation.

Date 25 / 04 / 24