

Fire Evacuation Procedure Creative Makers CIC

FIRE EVACUATION PROCEDURE Creative Makers CIC

Purpose

This procedure sets out the arrangements for safe evacuation of the premises in the event of fire or other emergency requiring immediate exit. This document should be read alongside the Health & Safety and Premises Policies.

Premises Overview

The provision operates from a single-level 12m x 6m building comprising:

- Main art studio
- Secondary therapy/music room
- Toilet facilities
- Enclosed garden outdoor space

Raising the Alarm

Any person discovering a fire must:

- Raise the alarm immediately
- Alert all persons on site verbally
- Contact emergency services (999) where required

Evacuation Procedure

- Staff direct pupils calmly to the nearest safe exit.
- Pupils are escorted to the designated assembly point in the garden area.
- The daily attendance register is taken outside.
- No one re-enters the building until declared safe.

Personal Emergency Evacuation Plans (PEEPs)

Where an individual requires additional support, a PEEP will outline:

- Named supporting adult
- Specific evacuation support arrangements
- Alternative exit route if required

Roles & Responsibilities

Overall responsibility: Rebecca Knee (Director)

Operational oversight: Tom Knee (Premises Lead)

Fire drills are conducted termly and recorded.

Signed:

Rebecca Knee

Director

Creative Makers CIC

Date: 01 January 2026