



# Phoenix Therapy Practice

Adult, Child, Couples and Group Psychotherapy, Counselling and Psychological Services.

## Evacuation Policy

### Introduction

This policy is designed to ensure, so far as reasonably and practicably possible, the fast, and safe evacuation of the premises of Phoenix Therapy Practice, in the event of an emergency, in compliance with the Regulatory Reform (Fire Safety) Order. All staff, practitioners, clients, contractors, and visitors are required to comply.

Fire escape routes are protected by 30-minute fire resistant doors as a minimum. Maximum single direction travel distance to a place of relative safety is 18 metres. All routes are fitted with appropriate exit signage and emergency lighting. All fire doors and emergency lighting units are tested annually as a minimum.

As far as is reasonably practicable, fire escape routes are maintained as fire sterile areas i.e., free of obstructions, flammable material, and ignition sources. Contract works which may affect means of escape are subject to a 'Permit to Work' scheme which ensures that suitable alternative arrangements are in place.

The building is fitted with comprehensive fire alarm systems. The requirement to evacuate is communicated by operation of the fire alarm sounders augmented with flashing white beacons on the ceilings in some areas.

In the event of an alarm, all persons are required to leave the building immediately; failure is a disciplinary offence. Staff and practitioners are responsible for ensuring people under their control evacuate immediately, using appropriate Evacuation Plans provided.

Access to premises is controlled and monitored effectively and a sign-in board is used daily, acting as a roll call system in the event of evacuation. Sweeps are performed by the Practice Manager or, if absent, the Fire Warden on duty or a senior practitioner.

### Phoenix Therapy Practice

Registered Community Interest Company (C.I.C) Number: 11699629

2 Osmond Road, Hove, BN3 1TE

Tel: 01273 256882

Email: [info@phoenixtherapypractice.co.uk](mailto:info@phoenixtherapypractice.co.uk)

[www.phoenixtherapypractice.co.uk](http://www.phoenixtherapypractice.co.uk)



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## Standard Evacuation

In an emergency, the whole building will be evacuated.

Anyone who suspects that there may be someone in an area affected by fire or smoke, is required to report this directly to the Practice Manager or practitioner responsible for the roll call.

In the event of an emergency alarm, all staff, practitioners, clients and visitors must proceed to the designated **Assembly Point which is outside of the courtyard on the opposite side of the road to the iron gates**. Staff will be informed of the appropriate Assembly Point on induction.

## Arrangements for Persons in need of Assistance

Provision of timely assistance is difficult due to the peripatetic activities of most building users, hence building design and management arrangements are in place to enable self-evacuation, as far as is reasonably practicable. Every effort is made to identify people who may have difficulty evacuating and practitioners are responsible for assisting their clients in safe evacuation. This includes temporary impairment as well as registered disabilities.

## Emergency Action Instructions

### **Shout Out:**

- ♣ Do not attempt to extinguish fires unless you have received training and 999 has already been called.
- ♣ Raise the alarm verbally, evacuate and break the glass on a red call point on your way out.

### **Get Out:**

- ♣ Evacuate the area immediately, when you hear the alarm. If you are unsure that the alarm applies to you, evacuate anyway 'If in doubt get out'. Do not delay for finishing

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tasks, collecting items, or locking doors. Your safety is paramount. Failure to evacuate is a disciplinary offence as it can put other personnel at risk. Proceed to the designated Assembly Point.

- ♣ Fire Warden or senior practitioner to take photo of the sign/in out board when leaving and use for roll call at Assembly Point.
- ♣ Visitors and clients are your responsibility, ensure they evacuate.
- ♣ Do not run, it can cause panic and injury.
- ♣ Close doors behind you as you leave. This will slow the spread of fire and smoke considerably and help to protect other people. Do not lock them unless there is a high security risk.
- ♣ Follow the green running man, arrow signs and evacuation plan, they will direct you on the shortest exit route. Should the route be blocked turn around and follow the signs in another direction.
- ♣ Assist disabled persons. They will generally have prepared escape plans which you can help them with.
- ♣ Report information to staff or Fire Service on areas or people affected by smoke or fire, or people who are missing or have failed to evacuate as soon as possible. If you cannot escape the area do not panic. Get as far away from the fire as you can.

## **Stay Out:**

- ♣ Never re-enter if alarms are still sounding

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- ♣ Keep away from the exterior doors. The Fire Service may need access and you may block the exit for others.
- ♣ Wait at the assembly point.
- ♣ Do not enter when the alarm stops, it may have been silenced by the Fire Service. Wait to be told by the Fire Service or for the flashing light to stop.

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