

Emergency Evacuation Plan – Kelston Roundhill Barn (2026)

Emergency Contact Information

- **Responsible Person:** William Heath
- **Fire Marshal:** Site Manager Billie Brocklehurst
M: 07871 693689
Fire and Rescue Service: 999
- **Nearest Fire Station:** Bath (8–12 min response time)
- **Emergency Assembly Point:** Front of the barn

Emergency Procedures

Upon Discovering an unexpected Fire:

1. Raise the alarm by shouting "Fire!".
2. If safe to do so, attempt to contain small fires using a fire extinguisher.
3. Evacuate the building using the nearest exit.
4. Close doors behind you to slow fire spread.
5. Proceed to the designated assembly point and report to the Fire Marshal.

Upon Hearing the Alarm:

1. Stop all activities immediately.
2. Assist anyone needing help (e.g., disabled persons, children, elderly visitors).
3. Evacuate using the nearest designated exit.
4. Do not re-enter the building until cleared by emergency services.

Event organiser or responsible persons:

- Ensure all areas are evacuated.
- Guide occupants to the assembly point.
- Conduct a headcount and report missing persons.
- Prevent re-entry until emergency services declare it safe.
- Ensure guests are familiar with evacuation procedures.
- Keep exit routes clear at all times.
- Direct people calmly to the assembly point.

Evacuation Routes & Exits

- **Primary Exit:** Main double doors (must remain unlocked during events).
- **Alternative Exits:** Kitchen exit and store room exit.
- Exit routes must be clearly marked and free from obstructions.

7. Special Considerations

- Mobility-impaired individuals require designated assistance.
- No smoking policy to reduce fire risks.
- Candles and open flames must be contained safely.
- Fires must be extinguished and ashes disposed of safely.

8. Post-Evacuation Actions

- Do not re-enter the building until instructed by emergency personnel.
- Report any issues or hazards noticed during evacuation.
- Review evacuation procedures after each incident.

9. Training

- Fire Marshals must be trained in using fire extinguishers and evacuation coordination and train event organisers or responsible persons at each event.

10. Plan Review & Maintenance

- This plan is reviewed bi-annually or after any significant building changes.
- Fire safety equipment must be maintained in accordance with British Standards.
- Staff and event organizers should receive fire safety training annually.
- Fire drills must be conducted every six months.