

# APPLETON'S

Doggy Home Boarding  
& Day Care

## Fire and Emergency Procedure

**(including the suspension or revocation of the licence, in the case of breakdowns for essential heating/cooling systems, of extreme weather conditions or for any other emergency)**

To comply with the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018, we have policies and procedures in place in case of fire or emergency. This covers procedures to protect people and animals in the event of a fire or other emergency and evacuation procedure.

### Essential information.

KEYHOLDERS	NAME/LOCATION	CONTACT NUMBER
First.	(Redacted)	(Redacted)
Second.	(Redacted)	(Redacted)

EMERGENCY SERVICE	NAME/LOCATION	CONTACT NUMBERS
Fire	Hampshire Fire & Rescue.	Tel: 999.
Police	Hampshire Police.	Tel: 999 or 101.
Ambulance	South Ambulance Service.	Tel: 999 or 111.
Vet.	Vets 4 Pets, Wellington Retail Park, 2, Hambledon Rd, Waterlooville. PO7 7FG.	Tel: 023 9225 6510.
Out of Hours Vets.	Vets Now Portsmouth, Unit 1, Southdown View, Military Road, Hilsea, Portsmouth, PO3 5FS.	Tel: 023 9225 6510.
Alternative Accommodaion.	(Redacted.	(Redacted).
Deputy if Licence Holder is unexpectedly absent for long period of time.	(Redacted)	(Redacted).

## Evacuation Plan in case of fire/emergency.

	ACTION		
<b>1</b>	Alert all staff on premises.		
<b>2</b>	Sufficient leads stored for maximum number of dogs allowed on premises.	Location.	Dog room store cupboard.
<b>3</b>	Evacuation of all dogs to designated fire assembly point.	Location.	Front of driveway by electric gate.
<b>4</b>	Close all doors and windows once premises is empty.		
<b>5</b>	Call emergency services.	Contacts.	Tel: 999
<b>6</b>	Ensure all dogs, pets, staff & family are present.	Location of staff, animal, family list.	No staff employed.
<b>7</b>	Contact alternative boarding premises.	Contact.	[Name & Address Redacted] Owners or the nominated emergency contact will be contacted to establish an alternative person the dog(s) can be transferred to.
<b>8</b>	Transport animals.		Licence holder's vehicle and one or two family members on emergency vehicles list, available to transport to alternative location.

## Management plan checklist.

REQUIREMENTS	ACTION
Seek advice from fire safety officer.	Hampshire Fire and Rescue Service.
Fire exits marked.	Home boarding only.
Exits free from obstruction.	All rooms, doorways, stairs and exit points free of obstructions.
External doors lockable.	Yes.
External gates lockable.	Yes.
Two named key holders.	(Redacted x 2)
Designated fire assembly point outside premises.	Front of car park by electric gate.
Transport available for evacuation at all times.	Licence holder's Vehicle . Additional vehicles provided by Emergency contacts, as listed.

## Staff awareness checklist.

REQUIREMENT	ACTION
Staff awareness of emergency plan.	No staff employed.
Staff awareness of location of fire extinguishers / fire blankets.	Fire extinguisher & blanket in Dog Room.
Staff aware of location of all dogs at all times.	No staff employed.
Staff to have easy access to all door/gate keys/key codes at all times.	No staff employed. Keys to doors and gates available hanging at front and rear exits.

## Premesis checklist.

REQUIREMENT	ACTION		
Smoke detector on each floor.	Yes.	Date tested.	Weekly.
Carbon monoxide detector near boiler.	Yes.	Date tested.	Weekly.
Heat detector in kitchen.	Yes.	Date tested.	Weekly.
Number of fire extinguishers.	One.	Location.	Dog room.
Number of fire blankets.	One.	Location.	Dog room.
Electrical appliances and installed by quaified person.	Yes.	Date tested.	Annually
Electrical items including Air con unit and fans tested.	Yes.	Date teseted.	Annually.
Heating- to avoid fire risk.	Central heating throughout the premesis. Towel rails and underfloor heating in bathrooms.	Date tested.	Annually.
Air conditioning and cooling.	Air con and fans available during extremely hot weather.	Three sets of double french doors, one single door and external door to dog room.	Windows and roof windows throughout.
Gas heaters or naked flames on premesis.	None.		

