



FIRE ACTION PLAN

For: Stavordale House

Address: Stavordale House, 6 Stavordale Road

Prepared by: Vicky Gordge - stABILITY Partner & Responsible Person

Date of Issue: 1/9/2025

Review Date: September 2026

1. Aims and Objectives

- To ensure the safety of all residents, staff, and visitors in the event of a fire.
- To provide clear instructions for raising the alarm, evacuation, and contacting emergency services.
- To cater for the specific needs of adults with learning difficulties during fire emergencies.

2. Responsibilities

Role	Responsibility
Vicky Gordge - Partner /Responsible Person	Overall responsibility for fire safety, evacuation drills, and staff training
All Staff / Fire Marshals	Support evacuation, follow procedures, assist individuals with PEEPs

3. Raising the Alarm

- If a fire is discovered:
 - - ACTIVATE the nearest fire alarm call point immediately
 - - SHOUT "FIRE, FIRE" if necessary
- Alarm system is audible and visual
- Ensure emergency services are called: DIAL 999 – State "FIRE" and give full address clearly

4. Evacuation Procedure

- On hearing the fire alarm:
 - Staff to immediately begin evacuation
 - Follow the designated fire escape routes

- Evacuate to the Assembly Point: Outside the Church gate opposite the house
- Staff to bring the fire register/residents' list and visitors log
- Do not stop to collect belongings
- Close doors behind you

5. Personal Emergency Evacuation Plans (PEEPs)

- All residents must have an up-to-date PEEP
- PEEP's must be reviewed regularly and after any change in health or mobility
- Staff must be aware of each resident's evacuation needs and designated support roles

6. Firefighting

- ONLY trained staff should use fire extinguishers
- Only attempt to extinguish a fire if:
 - It is small and safe to do so
 - Your escape route is not blocked
 - You are not putting yourself or others at risk
- Fire extinguishers located at: Kitchens

7. Calling Emergency Services

Dial 999

State clearly:

"There is a fire at Stavordale House, 6 Stavordale Road, Weymouth DT4 0AB. We support adults with learning difficulties. Assistance may be needed for evacuation."

8. Post-Evacuation

- Staff to take roll call using fire register
- Do not re-enter the building until authorised by the Fire & Rescue Service
- Provide support to residents as needed, including emotional reassurance

9. Training and Drills

- All staff to receive fire safety training on induction and annually
- Fire drills to be held 3 times per month
- Drills should simulate scenarios involving different resident needs

10. Fire Safety Equipment

- Fire alarms: Panel by front door. Keys on hook above. Tested weekly.
- Fire extinguishers: Kitchens
- Emergency lighting: Tested monthly
- Fire doors: Fire Door Survey booked for Sept 25

11. Review and Updates

- This Fire Action Plan will be reviewed:

- Annually
- After any fire-related incident
- Following major changes to the premises or resident population

Prepared by:

Name: Vicky Gordge

Date: 1st September 2025