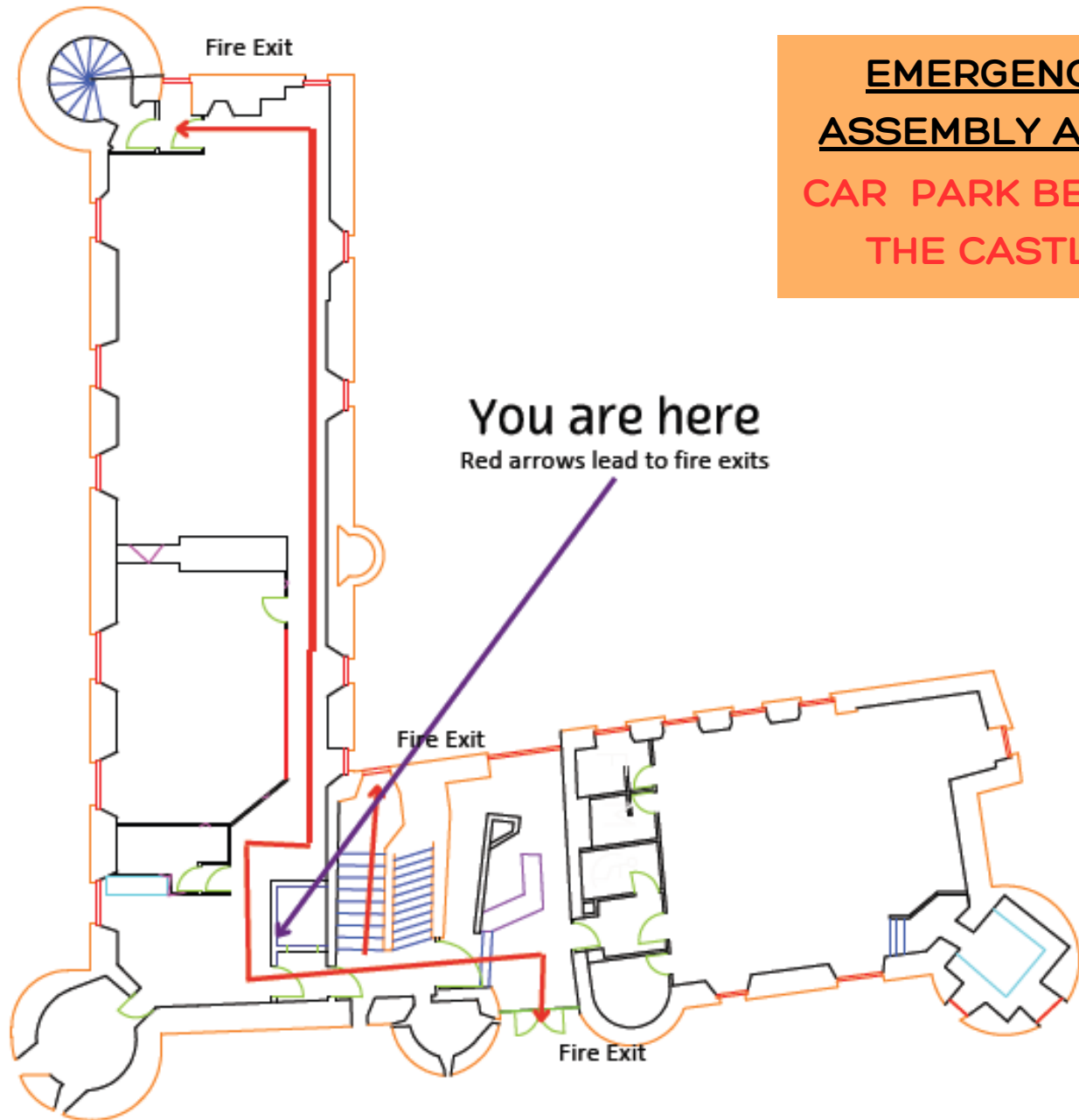


EMERGENCY EVACUATION PLAN - UPPERTUNITY



EMERGENCY
ASSEMBLY AREA
CAR PARK BEHIND
THE CASTLE

IF YOU DISCOVER A FIRE	WHEN THE ALARM SOUNDS
• Raise the alarm. • Call 999. • Tell an Uppertunity manager or Fire Marshal. • Leave by the safest available exit. People come first. Never put yourself at risk.	• Stop what you are doing and leave immediately. • Use the main entrance where safe and available. • If the main entrance cannot be used, follow staff/Fire Marshal instructions. • Do not stop for belongings. • Do not use the lift. • Go straight to the assembly point: car park behind Dudhope Castle. • Do not re-enter unless specifically involved in the planned trained-staff Red evacuation procedure, or until told it is safe.

FIRE ROLES & SUPPORTED EVACUATION

GROUP LEADER - TO DO	FIRE MARSHAL - TO DO
• Check the workshop register. • Know which members are Green, Amber or Red. • Make sure Amber members have the support they need. • Allocate staff support where required. • Follow the Red evacuation procedure where necessary. • Check the immediate workshop area while leaving, if safe to do so. • Tell the Fire Marshal immediately if anyone is unaccounted for.	• Take the attendance folder to the assembly point. • Check Uppertunity registers and The Circle sign-in information. • Confirm everyone is accounted for. • Liaise with The Circle and confirm 999 has been called. • Confirm any Red members remaining in a protected holding area and the support in place. • Prevent re-entry. • Meet the Fire & Rescue Service.

GREEN, AMBER AND RED EVACUATION SUPPORT GUIDE

GREEN General guidance	AMBER Additional support	RED Cannot use rear stairs
Can use both exits and leave independently or with normal group guidance.	Can physically use the rear stairs but may need reassurance, prompting, communication support, supervision or physical guidance.	Cannot safely use the rear stairs due to mobility needs.
Procedure • Uppertunity staff will tell you which exit to use. • Leave the building with the group you are attending. • Use the level main entrance wherever it is safe to do so. • If the main entrance cannot be used, leave by the rear exit using the spiral staircase. • Go directly to the assembly point with your group.	Procedure • Uppertunity staff will tell you which exit to use. • If you have your own carer or supporter with you, they will support you to leave the building. • If you do not have your own supporter, an Uppertunity staff member, manager or Fire Marshal will support you. • They will stay with you and help you leave safely with your group. • Use the level main entrance wherever it is safe to do so. • If the main entrance cannot be used, leave by the rear exit using the spiral staircase. • Go directly to the assembly point.	Procedure • Uppertunity staff will tell you which exit to use. • Use the level main entrance wherever it is safe to do so. • If the main entrance cannot be used, you will be supported to the protected holding area. Art Room 2 is the primary holding area. The smaller protected area beside the rear staircase is used if Art Room 2 is not safe. • If the rear stairs are required, two trained people will support your evacuation using the evacuation sledge/SKI-PAD. • Your individual PEEP and the agreed Red evacuation procedure will be followed throughout your evacuation.