



## **Exeter Food Action Fire and Evacuation Policy**

### **1. Introduction**

Exeter Food Action (EFA) is committed to providing a safe and secure workplace for all employees, volunteers and visitors. This policy outlines the procedures to be followed in the event of a fire or other emergency.

### **2. Responsibilities**

It is the responsibility of all employees and volunteers to:

- Familiarise themselves with the fire evacuation procedures,
- Follow the procedures in the event of a fire or other emergency,
- Report any potential fire hazards to the manager.

It is the responsibility of the manager and trustees to:

- Ensure that all employees and volunteers are aware of the fire evacuation procedures,
- Ensure that the fire evacuation procedures are regularly reviewed and updated,
- Conduct regular fire risk assessments and take appropriate action to address any risks identified,
- Provide training to all employees and volunteers on the use of fire extinguishers, where appropriate,
- Ensure that fire extinguishers are regularly checked and maintained.

### **3. Fire Evacuation Procedure**

If you discover a fire or hear the fire alarm:

- Alert others in the immediate area,
- Call the emergency services by dialling 999 and provide the following information:
  - Your name and location,
  - The nature and location of the fire,
  - The number of people in the building,

- Evacuate the building immediately by following the nearest escape route and assembling at the designated assembly point (which is the front of the building), in an orderly manner,
- Do not stop to collect personal belongings,
- Do not re-enter the building until you have been given permission to do so by the emergency services or a senior member of staff.

#### 4. **Fire Prevention**

To prevent fires from occurring all employees and volunteers should:

- Ensure that electrical equipment is used in accordance with the manufacturer's instructions,
- Ensure that all electrical equipment is switched off when not in use,
- Avoid overloading sockets and adapters,
- Ensure that all flammable materials are stored safely and kept away from sources of heat and ignition,
- Do not smoke in the building,
- Ensure that any cooking equipment is used safely, and that the kitchen area is kept clean and tidy

#### 5. **Review**

This policy will be reviewed annually to ensure that it remains effective and relevant. Any necessary changes will be communicated to all employees and volunteers.

By implementing this fire and evacuation policy, EFA aims to provide a safe and secure workplace for all employees, volunteers and visitors.

**Agreed by Trustees on: 28.02.26**

**Date for review: February 2027**