

MY OASIS

Therapeutic Alternative Provision

Fire Evacuation Plan

2026/2027

Date of Last review: February 2026

Date of Next review: February 2027



CHARLOTTE LOWE
PSYCHOLOGICAL SERVICES LTD



MY OASIS
THERAPEUTIC ALTERNATIVE PROVISION

www.charlottelowepsychologicalservices.co.uk

www.my-oasis.uk

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My Oasis

97 Heaton Street, Standish, Wigan, Greater Manchester, WN6 0DA

Sound of the Alarm

The sound of the alarm will be:

- A shouted warning (if a fire is discovered before it is detected automatically)
- A continuous ringing bell

Raising the Alarm

In the event of a fire:

If the fire is discovered by a member of staff, or a student/visitor notifies a staff member of a fire, the alarm will be raised by:

- Activation of the nearest call point, or
- Commencing a manual warning (whistle, shout, etc.)

There are three call points located around the building:

- Reception
- At the bottom of the stairs
- In the upstairs corridor

If the fire is detected by automatic detectors, this will trigger the fire alarm.

Actions Staff Must Take on Hearing the Alarm

The following actions will be taken when the fire alarm is sounded/raised:

- The on-duty Fire Marshal will take charge and lead the fire evacuation.

Fire Marshals at My Oasis:

- Anita Charnock
- Charlotte Lowe
- Julia Zielonacka

- Dial 999 and request attendance by the Fire Service. The staff member must provide:
 - Their name
 - Name of the building (My Oasis)
 - Building address: 97 Heaton Street, Standish, Wigan, Greater Manchester, WN6 ODA
- Pick up the staff, student, and visitor signing-in book/sheet from reception.
- Staff will commence evacuation of the building, ensuring this is done in a calm and orderly manner and providing assistance to those needing additional help evacuating.

Separate Personal Emergency Evacuation Plans (PEEPs) are in place for staff, known visitors and students with additional needs.

General Emergency Evacuation Plans (GEEPs) are in place for members of the public who may visit the building.

Both of these will be implemented as appropriate.

- Staff must sweep the building to ensure all areas are clear (if safe to do so) and ensure all doors are closed on the way out.
- If safe to do so, the following should be switched off before leaving the building:
 - Electrical mains
 - Gas supply

Gas supply shut-off location: Front of the building

Mains fuse box location: Server room

- Ensure nobody re-enters the building until it is confirmed safe to do so by the Fire Service.
- Meet at the assembly point and check that all students, visitors and staff members are accounted for.
- Liaise with the Fire Service upon their arrival.

Escape Routes

The escape routes from the building are:

- Main front door entrance/exit
- Fire door located at the bottom of the stairs

Fire Assembly Point

The assembly point is located outside at the front brick wall.

Location of Fire Alarm Panel

The fire alarm panel is located in reception.

Fighting Fires – Extinguisher Use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- It is deemed safe to do so (i.e., there is a clear means of escape and the fire is small).

Personal safety always takes priority and, if in any doubt, staff must not attempt to extinguish a fire.

Location of Key Safety Hazards or Other Fire-Related Equipment

Gas supply shut-off: Front of the building

Mains fuse box: Server room

Number of Staff Needed to Carry Out the Evacuation Plan

To implement the evacuation plan:

- Two members of trained staff are required on duty daily.
- During opening hours at weekends and during special events, two staff must be on duty at all times.

Equipment Needed to Effect the Emergency Plan

- Mobile phone
- Torch
- High-visibility tabard

Back-Up Arrangements

Should the alarm fail to sound and the emergency lighting fail:

- A whistle will be blown continuously to signify an emergency situation.
- A torch will be used in conjunction with the high-visibility tabard to assist visibility during evacuation if needed.

Responsibilities

The Headteacher is responsible for:

- Ensuring this plan is up to date
- Ensuring adequate staff are on duty to carry out the evacuation plan
- Training staff on the evacuation plan
- Ensuring staff understand their roles and responsibilities