28th November 2025

AXE VALLEY VETS – WELLS – BA5 2AW

EMERGENCY EVACUATION PROCEDURE

A COPY OF THIS PROCEDURE SHOULD BE KEPT IN EACH AREA (Reception, Prep, Theatre etc.) ALL EMPLOYEE'S MUST HAVE READ AND UNDERSTOOD THIS PROCEDURE AND KNOW WHERE IT IS KEPT IN THE EVENT OF AN EMERGENCY

INTRODUCTION

This procedure describes the management responsibilities, the organisational arrangements, designated function responsibilities and action required of all Company personnel associated with an emergency.

An emergency is any uncontrolled situation (e.g. fire, escape of chemicals, unexpected conditions, bomb threat etc.) which the judgments of the observer, presents a threat to personnel safety and / or Company property and requires corrective action which the observer alone cannot safely apply. In which case the fire alarm must be sounded

The organisational arrangements are written with regard to both operational and non-operational staffing levels in mind. This represents the worst conditions with regard to availability of personnel resources.

Evacuation should be completed within 3 minutes of the alarm sounding.

KEY PERSONNEL

1.0 Emergency Co-ordinator

1.1 The Emergency Co-ordinator is Alice Smith – Practice Director or in their absence another competent staff member.

1.2 To ensure that the fire brigade are called, unless confirmed that it is a false alarm give the address as follows:

Axe Valley Veterinary Practice
23 St Cuthberts Street
Wells
Somerset
BA5 2AW

1.3 Ensure all persons are accounted for, by performing a head count at the assembly point.

1.5 The Emergency Co-ordinator has full control of the site during an evacuation. Control should only be relinquished to the emergency services should they be called.

1.6 **Do not** allow any other vehicle or persons on or off the site.

1.7 Record details of the emergency evacuation including the date, time of alarm sounding and time taken to complete evacuation on the designated form

1.8 Ensure that the start-up procedure for all plant and services is implemented upon return to the building.

2.0 Fire Wardens

2.1 Upon the alarm sounding should proceed immediately to evacuate the area for which they are responsible; Waiting Area, Consult Room, Kennels, Theatre, Kitchen, Toilet and Storage area.

2.2 Ensure all persons are clear of the area by sweeping through the entire area (if it is safe to do so) i.e. ensuring adjacent offices, toilets etc. are also clear.

2.3 Report to the Assembly Point and DO NOT re-enter the building under any circumstances unless the Fire Officer gives the authorisation to do so.

3.0 First Aiders

3.1 First Aiders are to locate the First Aid Kit.

3.2 Report to the assembly point and clear roll call.

3.3 Make themselves available in case of an emergency situation and await further instructions.

DESIGNATED KEY PERSONNEL

4.0 Fire Wardens

All rooms and ancillary areas will be allocated to a Fire Warden, appointed and trained.

5.0 Qualified First Aiders

A sufficient number of first aiders will be appointed by the company, based upon the findings of a risk assessment.

6.0 The Emergency Co-ordinator

has full control of the site during an evacuation

7.0 Assembly Points

7.1 The assembly points are located at various points:

Opposite side of the road to the practice, outside St Cuthberts Church on the green/grass area.

7.2 In the event of any of these areas being affected by fire, smoke or any other adverse conditions, the assembly point will be moved to a more suitable area, as instructed by the Emergency Co-ordinator/Fire Warden(s)

8.0 Employees

8.1 On hearing alarm switch off any machinery or services, **if safe to do so**.

8.2 Ensure that they are aware of the evacuation procedures

8.3 Any employees responsible for visitors must make visitors aware of site evacuation procedures.

9.0 On hearing the Fire Alarm: Animals in reception

9.1 Clients in the reception area and examination rooms will be asked to leave the building with their animals.

9.2 Vets and students examining dogs/cats will ideally have a lead on them/cage and will safely leave the building with these animals

10.3 The safety of staff, students and others must not be jeopardised and always comes first and all other animals must be left behind until the evacuation is over.

11.0 On hearing the Fire Alarm: Animals in Surgical Suite

11.1 If no surgery is taking place when the alarm sounds leave the surgical suite quickly and quietly taking animals with you if you can do so safely.

11.1 During surgery when the fire alarm sounds all non-essential staff should exit the building, leaving only essential staff behind. One of those staff left behind shall stand at the entrance of the Surgical Suite to be in contact with the "Fire Emergency Exit Door".

11.2 Immediately switch all anaesthetic machines in use to bottled O2 in case the piped gas is isolated.

11.3 The Emergency Co-ordinator shall alert those remaining in the surgical suite if there is a real danger, at this time everyone should exit the building and proceed to the fire assembly point.

11.4 Any indication of fire, such as smell or sight of smoke or flames, must be taken as the signal to leave the building immediately.

11.5 If required to evacuate animal(s), which are undergoing an operation, the animal(s) shall be taken outside where the operation should continue or be put on hold. If not possible, the animal should be euthanased. Sterile bandages, suture material and top up propofol are provided in the emergency fire box for speedy closure of open surgical sites should evacuation be required

11.6 Animals under anaesthetic should be carried or trollied outside. Animals which can be quickly and safely evacuated, may be taken to the Assembly Point.

11.7 The safety of staff must not be jeopardised and always come first.

12.0 On hearing the Fire Alarm: Animals in Wards / Pens

12.1 Assess the immediate danger and all non-essential staff should exit the building, leaving only essential staff behind. One of those staff left behind shall stand at the entrance of the fire exit to be in contact with the "Final Emergency Exit Door".

12.2 Any indication of fire, such as smell or sight of smoke or flames, must be taken as the signal to leave the building immediately.

12.3 Inform the Emergency Co-ordinator that an evacuation of wards has occurred stating the location of the member(s) of staff who has remained within the wards.

12.4 The Emergency Co-ordinator shall alert those remaining in the wards if there is a real danger, at this time everyone should exit the building and proceed to the fire assembly point.

12.5 The safety of staff, students and others must not be jeopardised and always comes first and all other animals must be left behind until the evacuation is over.

13.0 Raising the Alarm

13.1 In the event of finding a fire, it is important to raise the alarm to evacuate at the earliest possible time. The designated method is to shout **"fire – fire and operate a break glass unit "** whilst leaving the affected area.