



SUPPORTING PEOPLE WITH

EATING DISORDERS

ACROSS THE SOUTH & WEST

Fire Evacuation Procedure – Harvest Court

Owner:	Sam Best – Chief Operating Officer				
Date:	18/09/2025	Version:	4	CEO/Trustee approved:	N/A
Review date:	18/09/2026			Website publication:	Yes / No
Type of policy:	Standard essential				
Company contract type:		☒ Employed staff ☒ Freelancer ☒ Volunteer ☒ Trustee		Notes: This procedure supersedes v3 dated 22/02/2023	

SWEDA offices are fitted with a fully automatic fire detection system, comprising of heat and smoke detectors and manual alarm call points (break glass boxes). The fire control panel is located on the ground floor near the main entrance. In the event of any of the above being activated, the fire service will need to be called by dialling 999.

ACTION ON DISCOVERY OF FIRE OR HEARING OF FIRE ALARM BELLS

1. Raise the alarm (break glass box)
2. Evacuate building by nearest fire exit, closing doors behind you.
3. Call 999 to request Fire Service
4. Proceed to assembly point (back car park).
5. Do not re-enter building until the Fire Warden (wearing fire tabard) or the Fire Brigade has granted permission.
6. Report to the Fire Warden

DUTIES OF FIRE WARDEN

- Take charge of situation and act as central information point.
- Ascertain location of incident from fire control panel.
- Try to establish if any persons are not accounted for.
- Ensure that no person re-enters the building until permission has been granted.
- Be prepared to assist the Fire Brigade.

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All incidents are to be recorded in the red FIRE file located in the main office by the Fire Warden.

Weekly fire alarm testing to be recorded in the FIRE file by the Fire Warden.

12 monthly fire drills to be recorded in the FIRE file by the Fire Warden.

Should the fire alarm display panel indicate "fault" this should be treated, as an engineering emergency and the Fire Warden should notify the Electrical Contractor immediately.

In the absence of the Fire Warden, a member of the team must assume the responsibilities of the Fire Warden and to ensure that the Fire Service is called, and the above procedure is carried out.

IT IS THE RESPONSIBILITY OF EVERY STAFF MEMBER AND VOLUNTEER OF SWEDA TO READ THE ABOVE INSTRUCTIONS AND ACT IN ACCORDANCE WITH THE INFORMATION PROVIDED.