**Annex B – General Emergency Evacuation Plan**

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| Premises name and address | Sheerwater Health CentreDevonshire AvenueWoking GU21 5QJ |
| Date of plan | 30.10.2023 |
| Planned review date | November 2024 |

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| Organisation alarm systems |
| Sheerwater Health Centre is fitted with the following alarms:System fitted and maintained by Chubb Fire & Alarm Alarm Make Model: Syncro Multi Loop Analogue Addressable Fire Control Panel Alarm Sound: Beeping  |

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| How to raise an alarm |
| **Staff:** Staff should raise the alarm by activating the nearest call point and by a vocal warning, shouting “fire, fire, fire”**Visitors**: Visitors should notify a member of staff if they discover a fire. They can also activate the nearest call point and give a vocal warning, shouting “fire, fire, fire”**Fire detection system:** Sheerwater Health Centre is fitted with an automatic detection system which will trigger the fire alarm |

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| Actions in the event of an alarm |
| **Nominated fire marshals:** * The nominated or deputy fire marshals will assume responsibility for the evacuation of the building, ensuring no one is left behind
* The fire marshal will call the fire service by dialing 999, giving the following details: Name, name of premises and full premises address, including postcode
* Fire marshals will ensure all personnel are accounted for when mustered at the fire muster point
* Fire marshals will also ensure those personnel for whom there is a PEEP are supported appropriately to evacuate the building

**Duty receptionist:** Collect the visitors book and printed clinic lists when evacuating the premises**All other staff:** Commence evacuation of the premises using the nearest emergency exits in an orderly manner. Ensure all patients and visitors are escorted out of the building and directed to the fire muster point. |

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| Key considerations |
| **All staff:** * Close all windows and doors when evacuating the building
* If safe to do so, isolate gas and electric supplies to the premises
* Do not waste time trying to gather personal belongings
* **DO NOT RE-ENTER THE BUILDING**
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| Evacuation routes and muster point(s) |
| The evacuation routes and emergency exits are clearly marked throughout the building with green direction signage indicating the way to the nearest exit. The fire muster point is located: Surgery car park  |

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| Emergency equipment |
| **Firefighting equipment:** Firefighting equipment (CO2 and foam powder fire extinguishers) is located throughout the building and staff must only use the equipment if they are confident in its use. In addition, there is a fire blanket in the kitchen**First aid equipment:** A first aid box is located in the reception area and, if safe to do so the Practice Manager Nine Taylor or Assistant Practice Manger Louise Gray or the receptionist on duty is to collect the first aid box when evacuating  |

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| Additional useful information |
| **Hazardous equipment:** * Medical gases are stored: Treatment room (Oxygen)

**Isolation valves/switches:*** Electrical isolation switch (mains fuse box) is located: Locked cupboard in corridor next to the treatment room
* Gas isolation valve is located: N/A
* Water isolation tap is located: In the ceiling outside the treatment room.

**Fire panel is located: At the entrance to reception desk** |

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| GEEP completed by | Nine Taylor Practice Manager  |
| Signed | Nine Taylor  |
| Date | 30.10.2023 |