

EMERGENCY EVACUATION PROCEDURE

Cirk Hes Ltd.

www.cirkhes.co.uk

Cirk Hes, F8 Helston Business Park, Clodgy Lane, Helston, TR13 8FZ

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Website <https://www.cirkhes.co.uk>

Policy Owner: Ross Wheeler (SEND Lead)

Approved By: Naomi Lewis (Charity Manager) on behalf of the Cirk Hes Ltd Board of Trustees

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Purpose

Cirk Hes is committed to ensuring the safety of all staff, volunteers, participants, visitors and contractors.

This procedure sets out the actions to be taken in the event of a fire, gas leak, structural emergency, medical emergency requiring evacuation, or any other situation requiring the immediate evacuation of the building.

Everyone using the building has a responsibility to familiarise themselves with this procedure.

Building Information

The premises consist of a community activity space used for:

- Circus training
- Aerial arts
- Climbing activities
- Youth projects
- Community groups
- Workshops
- Meetings
- Educational activities

The building has:

- **Two designated emergency exits** (front entrance and rear/fire exit)

- One external assembly point located in the **main car park**
- Accessible routes to the assembly point where practicable

Emergency exits must remain unlocked, unobstructed and clearly signed whenever the building is occupied.

Raising the Alarm

Anyone discovering a fire or other emergency requiring evacuation should:

- Raise the alarm immediately.
- Shout "**Fire - Evacuate the Building**" if no automatic alarm has activated.
- Contact the emergency services by calling **999** if appropriate.
- Inform the session leader or responsible person immediately.

No one should assume someone else has already called the emergency services.

Evacuation Procedure

On hearing the evacuation signal or being instructed to evacuate:

- Stop all activities immediately.
- Follow instructions from staff or session leaders.
- Leave belongings unless immediately accessible.
- Walk quickly and calmly to the nearest safe exit.
- Do not run.
- Do not stop to collect equipment.
- Do not re-enter the building until authorised.

All persons should assemble in the designated meeting point in the main car park.

Additional Procedure for Circus and Aerial Activities

Activities involving work at height require immediate controlled evacuation.

Session leaders must:

- Instruct participants to stop all activity immediately.
- Lower aerial performers to the ground using normal safe descent procedures where this can be achieved safely and without unreasonable delay.
- Assist climbers in descending safely using established rescue or descent procedures.
- If immediate danger prevents a controlled descent, contact the Fire and Rescue Service immediately and provide accurate information regarding persons at height.

Under no circumstances should participants begin new climbs or aerial movements once evacuation has commenced.

Equipment should not be dismantled or packed away during an evacuation.

Responsibilities of Session Leaders

The session leader is responsible for:

- Directing participants to the nearest safe exit.
- Ensuring changing rooms, toilets and side rooms are checked if safe to do so.
- Taking the session register where available.
- Ensuring children or vulnerable people remain supervised throughout the evacuation.
- Escorting visitors safely.
- Reporting immediately if anyone is believed to remain inside.

Leaders should not place themselves at unnecessary personal risk while checking the building.

Personal Emergency Evacuation Plans (PEEPs)

Where participants, staff or volunteers require assistance during an evacuation because of disability, injury or additional needs, a Personal Emergency Evacuation Plan (PEEP) should be prepared where appropriate.

Session leaders should be aware of any participants requiring additional support before activities begin.

Assembly Point

The designated assembly point is:

Main Car Park

Everyone should:

- Assemble promptly.
- Stay together as instructed.
- Keep access routes clear for emergency vehicles.
- Remain under staff supervision.
- Wait for further instructions.

No one should leave the assembly area without informing the session leader.

Roll Call

Once assembled:

- Session leaders should conduct a register where one exists.
 - Community groups should account for all members.
 - Visitors should report to the responsible member of staff.
 - Missing persons must be reported immediately to the emergency services.
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Calling Emergency Services

If emergency services are required, provide:

- Name of organisation: **Cirk Hes Ltd.**
 - Address: F8 Helston Business Park, Clodgey Lane, Helston, Cornwall, TR13 8FZ
 - Nature of the emergency
 - Whether anyone remains inside
 - Whether anyone is suspended at height or injured
 - Any hazards such as gas cylinders, electrical equipment or specialist circus apparatus
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Staff Responsibilities

All staff and volunteers must:

- Know the location of emergency exits.
 - Keep exits clear.
 - Know the location of fire extinguishers.
 - Report hazards immediately.
 - Participate in fire drills.
 - Follow instructions from the responsible person.
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Participants

Participants should:

- Follow staff instructions immediately.
 - Leave equipment behind.
 - Walk calmly.
 - Proceed directly to the assembly point.
 - Remain with their group until instructed otherwise.
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Visitors and Contractors

Visitors and contractors must:

- Follow staff instructions.
 - Evacuate immediately.
 - Report to the assembly point.
 - Notify staff if they believe anyone remains inside.
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Re-entering the Building

No person may re-enter the building until authorised by:

- Cornwall Fire and Rescue Service, or
- The Responsible Person after confirming it is safe to do so.

Fire alarm silence alone does not indicate that it is safe to return.

Fire Drills

Emergency evacuation drills should be carried out **at least twice each year**, with additional drills following significant changes to the building layout or activities.

A written record should include:

- Date and time
 - Number of occupants
 - Time taken to evacuate
 - Any issues identified
 - Actions taken to improve future evacuations
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Post-Incident Review

Following any evacuation, the Responsible Person should review:

- Effectiveness of the evacuation
- Any injuries or near misses
- Communication between staff
- Performance of evacuation procedures
- Any improvements required to training or equipment

This procedure will be reviewed annually or following any significant incident, change to the premises, or change in legislation.