



Future Roots & Countrymen UK Fire & Group Evacuation Procedure

- The person who discovers a fire raises the alarm and advises the Duty Manager, Site Co-ordinator and Office Staff
 - Alarm buttons are located in the classroom lobby, classrooms and Kitchen area.
 - On hearing the alarm all participants and staff to assemble at the agreed meeting point.

Meeting Point - On The Path Outside the Future Roots Office and Countrymen Office

- Assess Danger/Risk and If incident requires emergency services, nominate one person from the group to go to the office and call 999 using a mobile phone.
- FR Lead/Manager - gets the visitors book & register – located inside the main office (if it hasn't been brought out by the office team)
- CUK Lead - gets the visitors book & register
- Lead Mentor / worker of each group to undertake Head Counts of their group.
- Duty Manager to confirm with each leader and CUK Lead that everyone is accounted for
- No person can enter any buildings until Emergency Services or the Director/Site Co-ordinator have advised it is safe to do so.

Person calling 999 informs emergency services of

- **Postcode (DT9 5PS) & What3Words Location – [thinker.drape.soggy](https://www.what3words.com/thinker.drape.soggy)**
- **OS Map Grid Reference – ST 65698 10276**
- **Address – Rylands Farm Sherborne Dorset DT9 5PS**

Duty Manager on site will be the liaison officer between staff and emergency services (Director/ Deputy Director).

**During a Power Cut use the phone in the Countrymen's Office (01963 210789).
There is good mobile signal at the farm.**