Ashford Business Services Ltd

Emergency evacuation plan

One document that tells everyone where to go, who does what, and how you check all are safe.

Site: _____

Plan date: _____

Plan owner: _____

Review date: _____

Alarm and alert The alarm sounds as continuous / intermittent tone. On hearing it, immediate instruction, e.g. stop work, switch off equipment.

Escape routes

Area	Primary route	Alternative route
Area	Route description	Route description
Area	Route description	Route description

Assembly point

Location: _____

Do not: _____

Roles

Role	Person	Duties
Fire marshal	Sarah Mitchell	Sweep area, check toilets
Roll-call lead	Sarah Mitchell	Take register at assembly point
First aider	Sarah Mitchell	Treat casualties
Call the fire service	Sarah Mitchell	Dial emergency number, meet crew

People needing assistance Sarah Mitchell

Drill record

Date	Time to evacuate	Issues found	Actions
9 November 2026	Minutes	Issues as agreed at the meeting.	Actions as agreed at the meeting.

Sign-off

Plan owner: _____ **Approved by:** _____ **Date:** _____