

# Fire Evacuation Plan 2026 – The Pavilion, Victory Park

## 1. Purpose

This document outlines the procedures and responsibilities to ensure the safe and efficient evacuation of all occupants during a fire emergency.

## 2. Scope

This evacuation plan applies to all employees, visitors, and contractors in The Pavilion in the Park, Victory Park, Cainscross, Stroud GL5 4JE

## 3. Responsibilities

- **Fire Safety Officer:** Emily Forgione (Deputy Clerk) is responsible for the overall coordination of the fire evacuation plan.
- **Wardens/Monitors:** Appointed individuals responsible for specific areas/floors to assist in evacuation – Jeni Marshall, Liane James, Carrie Couling, and Emily Forgione
- **All Occupants:** Familiarise themselves with the evacuation procedures and participate in drills.

## 4. Emergency Contact Information

- **Fire Department:** Stroud Fire Station - [01452 888777](tel:01452 888777)
- **Emergency:** Call 999

## 5. Alarm System

- **Activation:** Located at Pavilion lobby
- **Response:** Evacuate immediately upon hearing the alarm.

## 6. Evacuation Routes

- **Primary Exits:** Main entrance
- **Secondary Exits:** Hall emergency fire door
- **Stairwells:** None
- **Assembly Point:** At the Peace Garden near the main gate.

## 7. Evacuation Procedures

### 1. Upon Hearing the Alarm:

- Remain calm and do not rush.

- Leave your belongings behind.
- Exit the building using the nearest safe exit.

## **2. Assisting Others:**

- Assist individuals with disabilities or those who need help evacuating.
- Ensure all visitors are escorted out of the building.

## **3. Closing Doors:**

- Close doors behind you to prevent the spread of fire and smoke.

## **4. Proceed to Assembly Point:**

- Go directly to the assembly point and do not re-enter the building until it is declared safe by the authorities.

## **8. Special Considerations**

- **Hazardous Areas:** Avoid areas with known hazards, such as chemical storage.

## **9. Training and Drills**

- **Frequency:** Conduct fire drills at least [twice/year or as required].
- **Participation:** Mandatory for all occupants.
- **Review:** Post-drill reviews to identify and correct issues.

## **10. Post-Evacuation Procedures**

- **Headcount:** Monitors to conduct a headcount at the assembly point.
- **Reporting:** Report missing persons to the Fire Safety Officer or emergency personnel.
- **Re-entry:** Only after clearance from fire service or safety authorities.

## **11. Review and Updates**

- **Review Frequency:** Review this plan annually or as needed.
- **Updates:** Update the plan to reflect changes in building layout, occupancy, or regulations.

## **12. Additional Information**

- **Emergency Equipment Locations:** Fire extinguishers are located in the Pavilion lobby by main entrance, the main hall next to the emergency exit, and the office between the printer room and Clerks office doors.
- **Important Contacts:** Jeni Marshall - 07956251558  
Paul Underwood - 07990767076  
Emily Forgione - 07427123313

**Signature:** Emily Forgione – Deputy Clerk

12<sup>th</sup> January 2026

\*Next review – 11<sup>th</sup> January 2027