

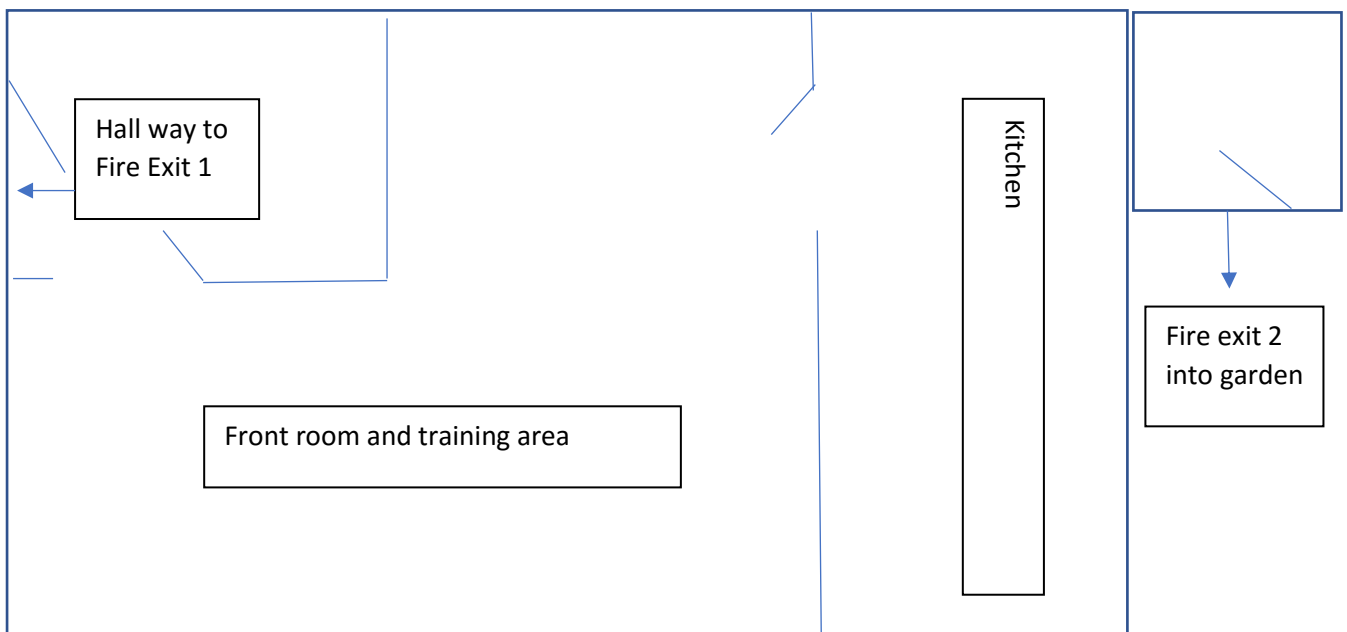
## MK Clairvoyants (includes Healing the Soul Training)

### Fire Evacuation Procedure

If you discover a fire:

- Raise the alarm immediately by shouting “fire”
- If the person is hearing impaired move hand continuously signifying an alarm
- Leave the building by the nearest and safest exit (indicated Fire exit)
- The designated person (Matt or Kirsty) will use the designated mobile to alert the Emergency services (dialing 999 or 101)
- Do not stop to collect personal belongings
- Do not attempt to tackle the fire yourself
- If you hear the fire alarm:
  - Leave the building by the nearest and safest exit
  - Report to your designated assembly point – across the road near the lamp post next to no 12 St Luke’s Walk, Hawkinge, Folkestone
  - Do not stop to collect personal belongings

Non-compliance - If any member of the group refuses to leave a building during an evacuation drill, disciplinary action may be taken, in accordance with MK Clairvoyants Disciplinary procedure.



If there are any person(s) who have a disability, this will be discussed and the individual together with Matt and Kirsty. They will provide a PEEP for the individual highlighting the procedure to be followed in the event of a fire and this will be stored securely in the filing cabinet in the kitchen.

## Fire Procedure

### Fire Procedure

- We ensure our premises to be at no risk of fire by ensuring the highest possible standards of fire precautions. All staff in the premises are fully fire trained and up to date with the latest legal requirements.
- Both Matt and Kirsty are fully trained and competent in making a risk assessment. Exits are clearly marked, never obstructed, and easily opened from the inside.
- Smoke alarms and firefighting appliances are up to legal standards and available in the premises (this includes fire blanket and fire extinguisher in the premises. They are regularly checked as specified by the manufacturer.
- Our evacuation procedure is clearly displayed in the premises where everyone can see. All new staff have a full induction which includes fire training.
- Records of fire training are kept in the filing cabinet in the kitchen
- MK Clairvoyants operate a no smoking policy and as a result no one should smoke in the premises and any smoking done off the premises, we ask everyone to ensure that it has been extinguished correctly to avoid potential fire hazards.
- Emergency Evacuation procedure made clear to everybody

In the event of an emergency, our primary concern will be to ensure that both group members/clients and staff are kept safe. If it is necessary to evacuate the session, the following steps will be taken:

Either Matt or Kirsty will contact the emergency services.

- All participants will be escorted from the premises to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation, unless given the all clear to re-enter from the emergency services.
- It is Matt or Kirsty who will check the premises and will ensure everybody is out safely.
- Before leaving the building, the nominated person will close all accessible doors and windows, if it is safe to do so.

- If any person is missing once assembled, the emergency services will be informed immediately. MK Clairvoyants has a mobile phone on the premises used specifically for emergencies that members can use in the event of a fire or emergency to ensure they can speak to relevant family members to let them know they are safe or for the phoning of emergency services. The number of the mobile is 07867944355. In emergencies, this phone number will be used. This phone remains on the premises, unless being taken out for related matters such as external training.
- All members will be supervised at a designated safe point until it is safe to re-enter the building. The designated safety point is across the road and this is where everyone should assemble in the event of a fire.

This policy will be reviewed as and when deemed necessary and will be updated every year.

Signed: M. GROGAN / K. GROGAN

Date: 1/5/2020