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** | 14 Oakfield Road, Birmingham B17 9JH |
| **Plan date** | 9 November 2026 |
| **Plan owner** | Sarah Mitchell |
| **Review date** | 9 November 2026 |

## 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** | Assembly point description |
| **Do not** | Re-enter the building until told |

## 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

**Ashford Business Services Ltd**

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 |
|---|---|---|
| | | |