

EVACUATION PLAN

2012 Security office - site-specific emergency evacuation arrangements

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1. PURPOSE AND PREMISES

1.1 This plan sets out the evacuation routes and assembly arrangements for the 2012 Security office at Third Floor Office (T4), Rainham House, New Road, Rainham, Essex RM13 8RA. It must be read with the Fire Safety Policy (P-16), the premises fire risk assessment and any instructions issued by the building responsible person.

ON HEARING THE EVACUATION ALERT

Stop work and leave by the nearest safe route. Do not delay to collect belongings. Do not use a route affected by smoke, fire or another hazard. Go directly to the assembly point at the front of Barclays Bank. Call 999 where required. Do not re-enter until authorised by the Fire and Rescue Service or the person in charge.

2. RESPONSIBILITIES

- All occupants must follow the alarm and evacuation instructions immediately.
- Managers and Fire Marshals/Wardens must support evacuation, check areas only where this can be done safely, and report relevant information at the assembly point.
- Visitors and contractors must be directed to the safe exit and assembly point.
- Personal Emergency Evacuation Plans (PEEPs) or other individual arrangements must be made where a person may need assistance to evacuate.
- No one is expected to put themselves at risk to complete a sweep or recover property.

3. FIRST FLOOR / MAIN OFFICE ROUTES

3.1 Primary rear route: leave the first-floor main office using Door 3 or Door 4 to reach the rear fire escape. Descend to the alleyway, turn right into the alley and right again at the end, then proceed to the assembly point at the front of Barclays Bank.

3.2 Alternative front route: where this is the safer route, leave using Door 1, descend the main stairs and exit through Door 12 (front door). Once on the pavement, turn right and proceed to the assembly point at the front of Barclays Bank.

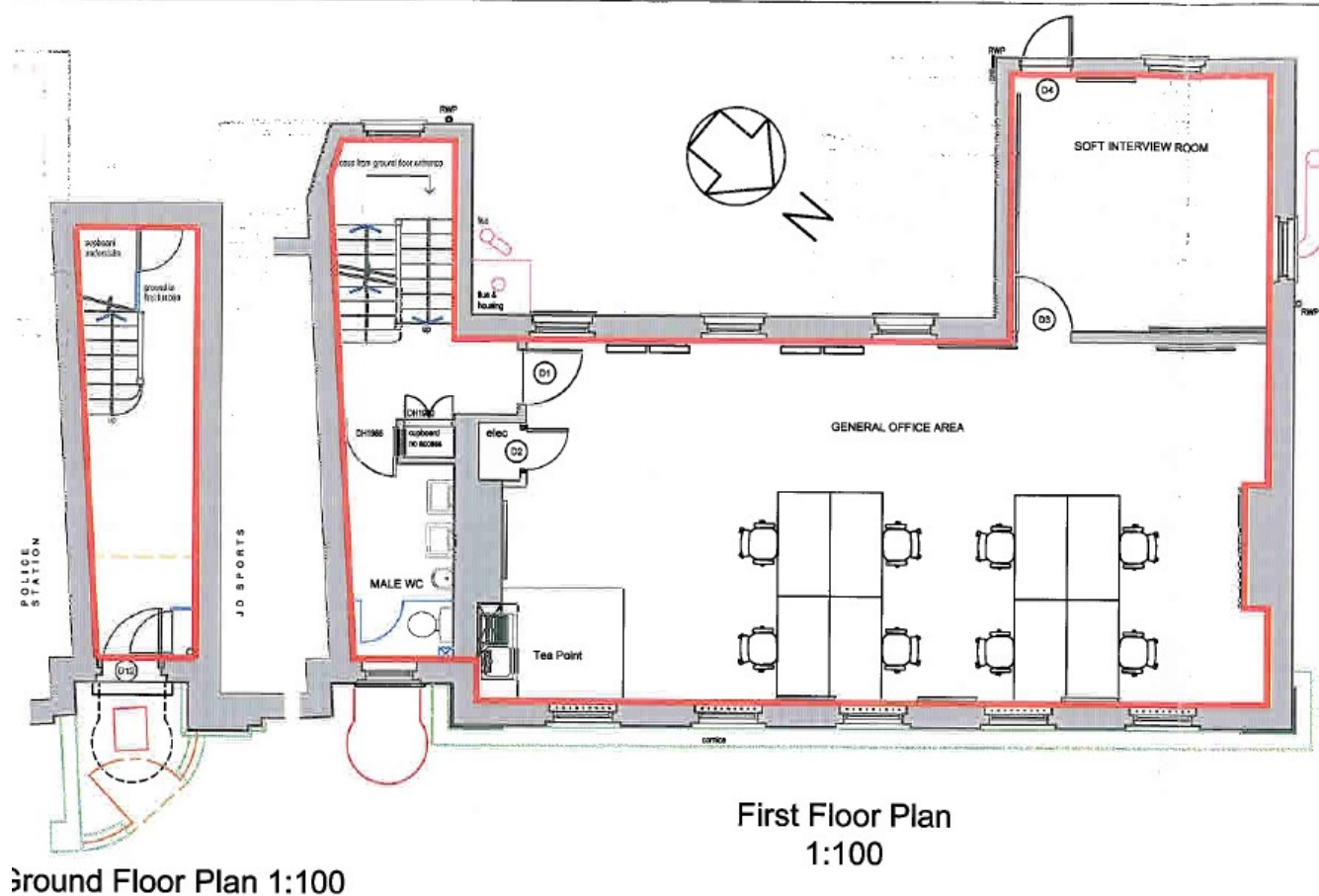
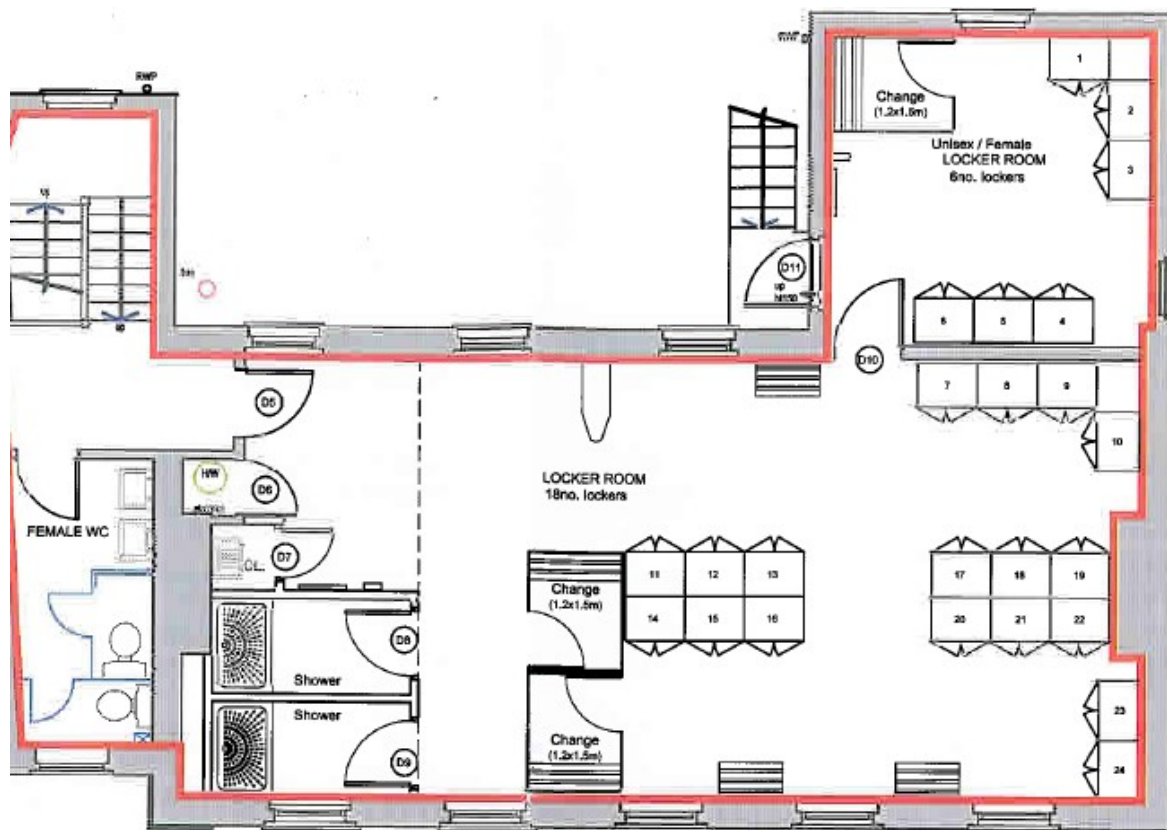


Figure 1 - First floor / ground floor plan. Door references shown on plan: D1, D3, D4 and D12.

4. SECOND FLOOR / TRAINING AREA ROUTES

4.1 Rear fire-exit route: from the second-floor area, use Door 11 to access the fire-exit stairs. At the bottom, enter the alleyway, turn right and right again at the end of the alley, then proceed to the assembly point at the front of Barclays Bank.

4.2 Alternative main-stair route: where this is the safer route, use Door 5 to access the main stairwell. Continue down the stairs and leave through Door 12 (front door). Once on the pavement, turn right and proceed to the assembly point at the front of Barclays Bank.



Second Floor Plan
1:100

Figure 2 - Second floor plan. Door references shown on plan include D5 and D11.

5. ASSEMBLY POINT

5.1 The assembly point is at the front of Barclays Bank, as shown on the site location plan below. Occupants must remain at the assembly point, keep access clear for emergency services and follow instructions from the person in charge.



Figure 3 - Site location plan. Assembly point: front of Barclays Bank.

6. FIRE, SMOKE OR BLOCKED ROUTE

- Use the nearest alternative safe exit; never pass through smoke or fire.
- If trapped, move to a safer compartment or room if possible, close doors, call 999 and state your exact location.
- Do not use lifts unless specifically identified and managed as evacuation lifts.
- Do not re-enter for any reason until formally authorised.

7. DRILLS, CHANGES AND REVIEW

7.1 This plan must be tested through evacuation drills and reviewed after any material change to occupancy, layout, escape routes, fire precautions, assembly arrangements or the premises fire risk assessment. Any conflict between this document and the current building fire-safety arrangements must be escalated immediately and the controlled plan amended.

8. REFERENCES

- P-16 Fire Safety Policy
- Premises Fire Risk Assessment
- Regulatory Reform (Fire Safety) Order 2005, as amended
- GOV.UK workplace fire-safety guidance

DOCUMENT CONTROL

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