

Information to Inform Your Plan

Site	Details
Address	
What 3 words location	
Contact number	
Out of hours number	

Description of site	
Nature of business	
Approximate numbers of animals by species type	
Likely number of persons on site (day and night)	

Sleeping risks	
Number of people / location / type	

Available Water Supplies	
Nearest fire hydrant/s, distances and size of main	
Auxiliary water supplies	

Map of site showing	
Building occupancy	
Fire Panel	
Water supplies	
Electricity distribution (internal and external hazards)	
Access routes around site (identify by vehicle type)	
Assembly point	
RVP	
COSHH storage	
Fuel storage	
Evacuation routes	
Refuge areas	

Accessibility	
Gaining access	
Instructions for out of hours access	

Actions on discovering a fire	
Key principles	
Special instructions	

Information for emergency service commander	
Any people unaccounted for and last whereabouts if known	
Site map with: location of fire	
Access and restrictions	
Animals and locations	
Utility isolation points	
Hazards on site	
Human assembly points	
Animal evacuation plan	
Water supplies	
Locations of codes and keys	
On site vehicles and machinery	

Role of the on site responsible person	

Other appointed roles and actions	

Animal evacuation plans	
Full building evacuation plan	
Phased evacuation plan	
Shelter in place plan	

Animal care and veterinary plan	

Useful contacts	
Veterinary assistance	
Transportation	
Team call back	
Utility companies emergency numbers	
Other specialist resources	

Business Continuity Plan	