Wags’n’Whiskers
FIRE & EMERGENCY EVACUATION PROCEDURE

Purpose

This procedure outlines the actions to be taken in the event of fire, smoke, gas leak, structural emergency, or any situation requiring immediate evacuation.

Raising the Alarm

Any person discovering:

- Fire
- Smoke
- Burning smell
- Gas leak
- Immediate danger

Must immediately:

1. Alert all persons in the building.
2. Notify management.
3. Contact emergency services if required.

Evacuation Procedure

Upon hearing the evacuation instruction:

- Stop all grooming activities immediately.
- Turn off equipment if safe to do so.
- Secure animals using leads, crates, or carriers where safe and practical.
- Leave the building via the nearest safe exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised.

Animal Evacuation

Where it is safe to do so:

- Animals currently being groomed should be secured with leads.
- Small animals should be placed in carriers or crates.
- Holding areas should be checked before leaving.
- No person should place themselves at risk attempting to retrieve an animal.

Human safety must always take priority.

Assembly Point

Designated Assembly Point: Kingsteignton Car Park

Roll Call

The designated supervisor will:

- Account for staff and students.
- Confirm clients and visitors are present.
- Identify any missing persons.
- Inform emergency services of any concerns.

Fire Safety Equipment

The salon will maintain:

- Fire extinguishers
- Smoke detectors
- Clearly marked exits
- Emergency contact information

Training

All staff and students will receive instruction on:

- Fire procedures
- Emergency exits
- Assembly points
- Animal evacuation procedures

Review

This procedure will be reviewed annually or following any emergency incident.

Manager Signature: Alison Bosworth

Date:13th October 2026

Review Date: October 2027