

**Fire and Emergency Procedure**

(including the suspension or revocation of the licence, in the case of breakdowns for essential heating/cooling systems, of extreme weather conditions or for any other emergency)

To comply with the Animal Welfare (Licensing of Activities involving Animals) Regulations 2018, we have policies and procedures in place in case of fire or emergency. This covers procedures to protect people and animals in the event of a fire or other emergency and evacuation procedure.

If the boarding establishment becomes uninhabitable due to lack of heating, or the house becomes out of use for any other reason, owners will be contacted and asked to collect their dogs or emergency contact will be asked to collect their dogs. All clients will be informed of this prior to boarding.

1. **Essential information**

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| **Keyholders** | **Name/location** | **Contact number(s)** |
|  |  |  |
| 1 | Fiona Mowlem, 59 High Street, Wargrave, RG10 8BU | 07957 867636 |
| 2 | Claire Burgess, 9 Simmons Fields, Charvil, RG10 9UW | 07710 035847 |
| 3 | Brian Gilkes, Sonning Eye, Berkshire, RG4  | 07747 800831 |

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| **Emergency** | **Name/location** | **Contact number** |
| Fire Service | Bracknell | 999 |
| Police | Henley Police | 101 |
| Vet | Henley Vet 2 branches | Twyford: Twycombe LodgeLoddon Hall RoadTwyfordRG10 9JA**0118 934 0259**Henley Vet271 Reading RoadHenley on ThamesOxonRG9 1EL**01491 574990** |
| Alternative Accommodation | Brian Gilkes, Sonning | 07747 800831 |
| Deputy in absence of licence holder for long period | Mark Hamer | 07979 275439 |

 **2. Evacuation plan in case of fire/emergency**

The family are familiar with the plan, and there is a regular emergency drill

The establishment has a fire extinguisher and fire blanket at the bottom of the stairs and at the top of the stairs. There is a combined smoke and carbon monoxide alarm at the top and bottom of the stairs.

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| 1 | Alert everyone on premises |
| 2 | Sufficient leads stored for maximum number of dogs | Location | Laundry store cupboard |
| 3 | Evacuation of dogs to designated fire assembly point | Location | Either exiting the property via front door or the back door depending on where the fire is.If we exit into the back garden, we can use side gate to lead the dogs out to the main road. If we go via the front door, we will either wait on the front driveway or walk them down to the church green if need to move far away |
| 4 | Close all doors and windows once premises empty |
| 5 | Call emergency services | Contacts | 999 |
| 6 | Ensure all animals/family members are present |
| 7 | Contact alternative boarding premises |
| 8  | Transport animals | Vehicle to use | Service providers vehicle. Additional vehicles provided by emergency contacts as listed |

1. **Management Plan Checklist**

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| **Requirement** | **Action** |
| Seek advice from fire safety office | Bracknell Fire station |
| Fire exits marked | Home boarding only |
| Exits free from obstruction | All rooms, doorways, stairs and exit points free of obstructions |
| External doors lockable | Yes |
| External gates lockable | Yes |
| Two named external key holders | Fiona Mowlem 07957 867636Claire Burgess 07710 035847 |
| Fire assembly point outside premises designated | Wargrave Church Green |
| Transport available for evacuation at all times | Service providers vehicle. Additional vehicle provided by emergency contacts as listed. |

1. **Staff Awareness Checklist**

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| **Requirement** | **Action** |
| Staff awareness of emergency plan | All members of my family who will be familiar with this |
| Staff awareness of location of fire extinguishers/fire blankets | Fire extinguisher and fire blanket kept on the window sill downstairs close to the kitchen and upstairs in the landing at the top of the stairs. |
| Staff aware of location of dogs at all times | Any family members present will be told |
| Staff to have easy access to all door/gate keys/key codes at all time | All family member will have keys to doors and lock codes for the back gate.  |
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1. **Premises checklist**

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| **Requirement** | **Action** |
| Smoke alarm on each floor level  | Yes | Tested | Weekly |
| Carbon monoxide detector on each level | Yes | Tested | Weekly |
| Number of fire extinguishers | Two | Location | Top of stairs and window sill by back door |
| Gas installations – installed by qualified person and tested | Yes | Date tested | August 2021 |
| Heaters sited safely to avoid fire risk | Yes | Date tested | March 2022 |
| Cooling | Yes with fans and doors from kitchen leading to outside can be opened | Tested | March 2022 |
| No free standing gas or oil heaters in areas accessible to dogs | None |  |  |
| No naked flames on premises | None |  |  |

**6. Weather Extremes**

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| **Action** | **Procedure** |
| Extreme temperatures | If the temperature is extreme either hot or cold every measure will be taken to ensure the establishment becomes habitable. Fans are used on the summer, but if dogs continue to struggle boarding will be halted and the client or emergency contact will be asked to collect their dogs |
| Extreme weather | Extreme weather including flood, snow and drought, every precaution will be taken to make dogs comfortableIt is extremely unlikely that natural flooding will occur, but all dogs will be evacuated following emergency services advice. In the case of extreme snow advice will be taken from emergency services and forecasts. Fans and extra refreshment will be provided in the case of drought. |

**7. Injury/Unwell**

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| **Action** | **Procedure** |
| Injury whilst boarding | If any boarding dog is injured or becomes unwell immediate treatment will be sought with either our vet or if local the clients vet. Consent will be obtained from the client to make decisions based on the vets advice. Clients will be contacted and their emergency contact wherever possible before any treatment is given. Consent to make decisions based on the vets advice will be given. First aid will be given to the dog and the wound cleaned and bandaged by us if appropriate. |