

# EMERGENCY EVACUATION PLAN

**Updated 01 December 2025**

## Overview

Fire and emergency authorities emphasise that a huge part of fire and emergency strategies includes forward planning. Where this is mainly referred to as a 'fire' evacuation, this evacuation plan may also be used in the event of a flood, severe weather, natural disasters, bomb threat or suchlike.

**Location:** STOKE LANE STABLES, STOKE LANE, BAYFORD, WINCANTON, SOMERSET BA9 9NY  
**Lat/Long:** (51.060440, -2.389480)  
**Co-Ordinates:** 51° 3' 37.584" N 2° 23' 22.128" W  
**What3words:** BRIDE WEEPS CHARMINGLY

**Evacuation Officer:** KATE KIRKPATRICK

## EVACUATION PLAN FOR AREA 1: Main Yard\*

### Area Description: Raising the Alarm:

In the event of a fire (or similar emergency), if the fire is discovered by an associate or client, or a visitor notifies a staff member of a fire, the alarm will be raised by:

- commencing manual warning (whistle, shout etc.)

Dial 999 and request attendance by the Fire Service (or other suitable emergency service), if not already done so. Give the address of the premises building address, contact number and details of fire (or other emergency).

If the Evacuation Officer is not present they should be contacted in the first instance.

Fire extinguishers will only be used where:

- Associates have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.
- Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

### **Evacuation Procedure - Humans:**

1. The Evacuation Officer will take charge of the evacuation process. Their instructions must be adhered to at all times. They should wear hi-viz tabards for ease of identification.
2. The appointed persons will commence evacuation of the buildings – ensuring this is done in a calm and orderly manner.
3. Evacuated persons should remove themselves only. No one should enter the stables, tack room or any subsidiary buildings within the evacuation area.
4. All should assemble at the Fire Assembly Point (located on the map)
5. No equipment or personal effects should be retrieved unless deemed safe to do so by the appointed persons.
6. Following evacuation, the appointed persons shall sweep all areas- if safe to do so - to ensure everyone is accounted for.
7. Any injured persons should be moved to a safe area and await medical treatment.

### **Evacuation Procedure - Equines:**

1. The Evacuation Officer will take charge of the evacuation process for equines. Their instructions must be adhered to at all times. They should wear hi-viz tabards for ease of identification.
2. The appointed persons will commence evacuation of the equines – ensuring this is done in a calm and orderly manner. Priority for evacuation must be given to equines in the closest proximity to the fire.
3. All equines should be moved to a suitable containment area at a safe distance from the fire, such as a large paddock or arena. The safe area should be suitable for the number of equines. It should be considered if appropriate to put a headcollar on and lead equines to the evacuation area, or if easier and quicker to let horses loose in a controlled manner. It is important to make sure they are controlled and then contained in the safe area to prevent return to the stable.

### **Main Stable Yard**

Once horses are evacuated from stables, the doors should be left open, in a safe manner, to

identify the stable is clear.

Following evacuation, the appointed persons shall sweep the stables - if safe to do so - to ensure all equines are accounted for.

All equines must then be checked over for signs of injury or distress. Any injured equines should be isolated in a safely contained area and await veterinary treatment.

## **ADDITIONAL DOCUMENTS AND PREPARATION**

**To accompany this plan, a detailed plan of the yard showing:**

- Evacuation Areas
- Emergency Vehicle Access
- Location of Fire Extinguishers
- Location of First Aid Kits
- Location of Main Fuse Switch/ Box
- Horse Safe Areas (to say, secure areas safe for horses to be evacuated to, which have access to water, and labelled clearly if there are multiple options)
- Human Safe Areas (to say, areas safe for persons to be evacuated to, and labelled clearly if there are multiple options)
- Location of Hazardous Items (ie gas canisters)

**To facilitate evacuation, the yard has:**

- Headcollars to be located close to stables/ paddocks for ease of evacuating equines
- Fire Extinguishers
- First Aid Kits
- Available access to horse/ owner records including emergency contact numbers, horse details and preferred vets
- Numbered stables or paddocks to easily identify evacuation zones