

DRAFT EMERGENCY EVACUATION PLAN

Property: 6 Flats, Boreham Mill, Bishopstrow Road, Warminster, BA12 9HQ

Date of Issue / Review: June 2026

PART 1: FIRE EMERGENCY PLAN

*Note: This plan assumes a **Simultaneous Evacuation Strategy** (all residents exit immediately upon hearing the alarm) which is standard for historic mill conversions*

1. Alarm Activation & Immediate Action

- **On Discovering a Fire:**
 - Shout **"FIRE"** to warn immediate neighbours.
 - Activate the nearest manual fire alarm call point in the communal hallway.
 - Leave the flat immediately. Do not stop to collect personal belongings.
- **On Hearing the Alarm:**
 - Treat every alarm as a real emergency.
 - Evacuate the building immediately using the main stairwell or if smoke or fire inhibits the escape route use the secondary escape at the south west corner of every flat. (The secondary external escape stair leads to ground level outside the building).

2. Calling the Fire Service

- Dial **999** or **112** as soon as it is safe to do so.
- State the exact address clearly:
"Fire at Boreham Mill, Bishopstrow Road, Warminster, BA12 9HQ."
- Provide details if known (e.g., *"Fire on the first floor"* or *"All residents accounted for"*).
- **Do not hang up** until the operator has confirmed the address.

3. Safe Evacuation Protocol

- **Check Doors:** Before opening any door, touch it with the back of your hand. If it is hot, **do not open it**. The fire is on the other side.
- **Smoke Conditions:** If the escape route is smoky, stay low to the ground where the air is cleaner or use the alternate escape route.
- **No Lifts:** If a communal lift is installed, **never** use it during a fire. Use the stairs.
- **Close Doors:** Close all doors behind you as you exit to contain the fire and smoke.

4. Assembly Point & Accountancy

- **Assembly Point:** By the end of the Mill driveway where it meets Bishopstrow Road.
- **Roll Call:** A designated lead resident or management representative will check that residents from all 6 flats are present at the street light.
- **Liaison:** Await the arrival of the **Dorset & Wiltshire Fire and Rescue Service (DWFRS)** to report if anyone is missing or trapped.

5. Personal Emergency Evacuation Plans (PEEPs)

- Any resident with mobility, visual, or hearing impairments must have a tailored PEEP.

- Designated neighbours or carers must assist these residents down the stairs or to a designated refuge area if safe evacuation is compromised.

6. RED BOX

On arrival Members of the Fire brigade should be directed to Red Box containing all the pertinent information related to the building.

PART 2: FLOOD EMERGENCY PLAN

Note: Boreham Mill sits adjacent to water systems. Flood evacuation focuses on early preparation, vertical evacuation (moving up), or preemptive horizontal evacuation before local roads become impassable.

1. Monitoring and Warnings

- The Building Management / Residents' Association must monitor Environment Agency alerts.
- **Flood Alert:** Prepare bags, move vehicles to higher ground (to higher parts of Bishopstrow Road to an area not prone to flooding).
- **Flood Warning / Severe Flood Warning:** Act immediately on the protocols below.

2. Immediate Evacuation Actions (Before Water Enters)

- **Utilities:** If safe to do so before water enters the property, turn off the main electricity intake, water stopcock, located in the **Ground Floor Plant and Meter Room** to prevent electrocution. There is no gas at the building.
- **Valuables:** Ground floor residents should move sentimental items, electronics, and essential documents to upper floors.
- **Vehicles:** Move all cars out of the low-lying mill car park to a pre-arranged safe location on higher ground either to higher ground along Bishopstrow Road or Boreham Road where the road inclines upwards as you drive into Warminster.
- **Evacuate:** Lock the flats and exit the building via Bishopstrow Road toward Warminster town centre before floodwaters block the road. In the event Boreham Road has flooded head towards the centre of Bishopstrow village, the Bishopstrow Language School is significant elevated to provide the closest non floodable area of safety.

3. "Shelter in Place" / Vertical Evacuation (If Trapped by Sudden Flash Flooding)

If floodwaters rise rapidly and block the exit routes safely out of Bishopstrow Road:

- **Move Up:** Ground floor residents must immediately evacuate upward into the upper-floor flats or communal landings.
- **Do Not Enter Floodwater:** Avoid walking or driving through moving water. Just 15cm (6 inches) of fast-flowing water can knock an adult off their feet.
- **Emergency Contact:** Call **999** if life is in danger or if residents require rescue by the DWFRS boat/wading teams.

- **Stay Put:** Remain on the upper floors until emergency services or local resilience teams declare it safe to leave.
- **First Floor Service Core:** holds 20 litres of bottled water, flashlight, emergency mobile phone, charge bank battery, food rations, water proof clothing, a whistle, and first aid kit and emergency medicines sufficient to sustain the affected parties for 72 hours.
- **Alternative evacuation:** The managing agents will have a contract with a local farmer to enable evacuation via a tractor trailer able to operate in flood water safely.

PART 3: CONTACTS & UTILITIES REFERENCE

Contact / Utility	Location / Detail	Phone Number
Emergency Services	Fire, Ambulance, Police, Coastguard	999 or 112
Environment Agency	Floodline (Current Warnings)	0345 988 1188
Main Electricity National Grid	Ground Floor Plant and Meter Room	105 or 08006783105
Main Gas Isolation Valve	No Gas on site	N/A
Main Water Stopcock Wessex Water	Ground Floor Plant and Meter Room	0345 600 4600
Evacuation by Tractor Trailer	TBC	TBC
Building Management	The Responsible Person is David Ashcroft	
