



**Bedford Morison and Cordery Almshouse  
Charity**

**Dame Mary Morison Apprenticeship Trust**

**BEDFORD, MORISON & CORDERY ALMSHOUSE CHARITY  
DAME MARY MORISON APPRENTICESHIP TRUST**

**EMERGENCY EVACUATION  
PERSONAL EMERGENCY EVACUATION PLANNING**

***Bedford Morison and Cordery Almshouse Charity, Watford, was established in 1580  
England and Wales Charity Registration number: 207042***

***Dame Mary Morison Apprenticeship Trust***

***Established 6 April 1629 to aid and assist young persons (poor children of the Town and Parish of  
Watford) during their educational years***

***England and Wales Charity Registration number: 312129***

***Registered Office: 19 St Mary's Close, Watford, WD18 0EQ***

The Fire Evacuation Guide was approved by Trustees in *June 2023* and has been distributed in leaflet form to all residents

## WHAT TO DO IN THE EVENT OF FIRE

### If you discover a fire in your home:

- If the fire is small, try to extinguish it using your fire blanket. Once you are **absolutely certain that the fire is out** and there is no further danger, report the incident to the on-duty Warden as soon as possible.
- If you cannot extinguish the fire using your fire blanket, or you do not feel confident enough to tackle it, shut all internal doors if safe to do so and **leave your home immediately**; remember to take your fire evacuation disc with you and shut your front door.
- **Activate the fire alarm** by pressing the plastic front panel on any of the four fire alarm boxes. These are situated at each end of both buildings.
- **Ensure that the Fire & Rescue Service is summoned as soon as possible by calling 999**. If you do not have your mobile phone with you, ask a fellow resident, whose home is not threatened by the fire, to call 999.
- Hang your evacuation disc on one of the spikes on the **inside** of the gate next to the Almshouses car park.
- Assemble with other residents in the area of the Almshouses car park and then go together to the designated place of safety



### If you hear the fire alarm sounding:

- Leave your home immediately, taking your evacuation disc with you and shutting your door. **Do not delay your exit by gathering belongings to take with you.**
- Make your way towards the assembly point in the Almshouses car park. **Do not walk past the property which is on fire** – there could be a danger of explosion. Use whichever path is opposite the site of the danger.
- Hang your evacuation disc on one of the spikes on the **inside** of the gate next to the Almshouses car park. These discs inform the Fire & Rescue Service which homes have been evacuated; missing discs may lead to the accommodation being forcibly entered to carry out a search and rescue.
- Do not attempt to rescue a fellow resident in the burning building or adjacent buildings– you may put both of you at risk. Leave it to the Fire & Rescue Service.

- Assemble with other residents in the area of the Almshouses car park and then go together to the designated place of safety
- The Duty Warden should remain at the assembly point to liaise with the Senior Fire Officer on their arrival before going to the place of safety.

**Returning to your home:**

- You must not return to your home until authorised by the Fire & Rescue Service.
- If your home has been damaged by the fire and it is not possible or practical for you to return, alternative housing arrangements will be made for you.
- The Warden will return your red evacuation disc to you at the earliest convenience.

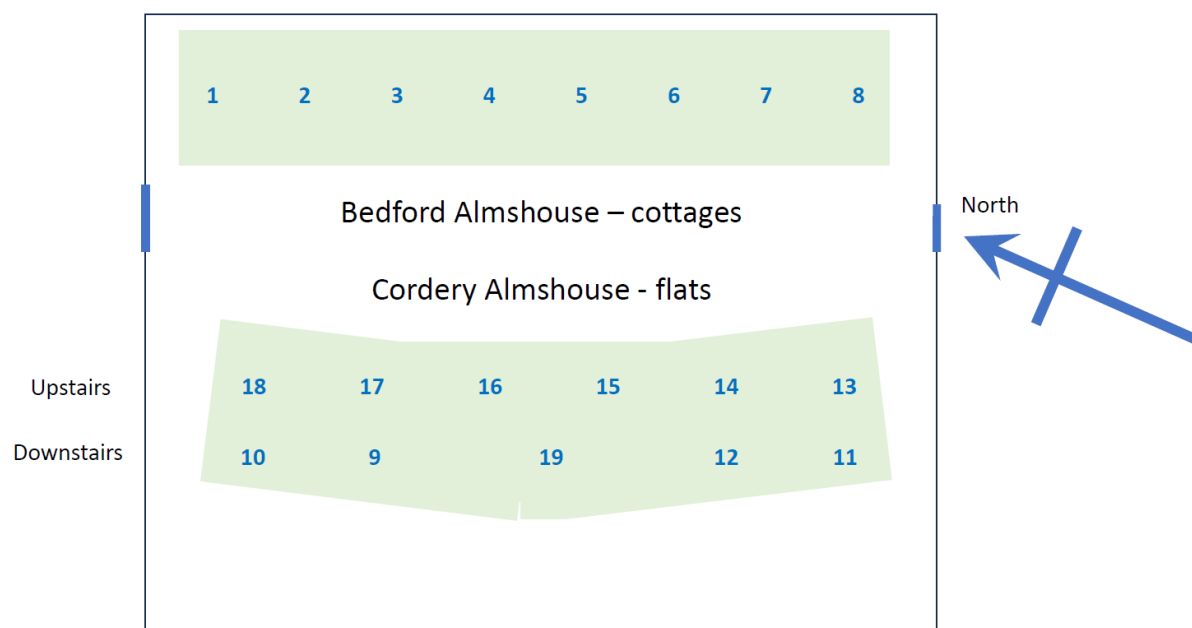
**The current place of safety is:**

**ST MARY'S CHURCH HALL**

**The Warden and Deputy Warden  
both have keys allowing access to the hall.**

PLEASE READ THIS EVACUATION GUIDE THOROUGHLY AND ENSURE THAT YOU UNDERSTAND WHAT TO DO IN THE EVENT OF A FIRE – THERE WON'T BE TIME TO READ IT IN AN EMERGENCY!

## BMCAC Almshouse, Watford – residence numbering



## Evacuation routes

- 1.1 In the first instance evacuation should be via the gardens to the area of the Almshouses car park keeping away from any incident or danger.
- 1.2 Residents should hang their evacuation discs on one of the spikes on the inside of the gate next to the Almshouses car park. These discs inform the Fire & Rescue Service which homes have been evacuated; missing discs may lead to the accommodation being forcibly entered to carry out a search and rescue.
- 1.3 The Warden should collate the discs checking that all are evacuated, and alerting the attending emergency services (Fire & Rescue Service) to anyone not evacuated.



- 1.4 The Warden and Almshouse residents must not attempt rescue but await the emergency services (Fire & Rescue Service) and alert them to anyone at risk
- 1.5 It is important that access for emergency services is not hampered by evacuated residents

## Refuge areas and safe zones

- 2.1 In the first instance evacuation should be to the area of the Almshouses car park, keeping away from any incident, and ensuring unencumbered access to the emergency services.
- 2.2 The Warden should collate the discs checking that all are evacuated, and alerting the attending emergency services (Fire & Rescue Service) to anyone not evacuated

- 2.3 At the duty Warden's discretion residents may be moved to the nearby place of safety for the duration of the incident
- 2.4 The current place of safety is: ST MARY'S CHURCH HALL
- 2.5 The Warden and Deputy Warden both have keys allowing access to the hall.

## **Warden responsibilities**

- 3.1 The duty Warden should first attend the location to verify if the alarm indicates there is in fact a fire
- 3.2 If there is a confirmed fire:
- call 999 and request Fire Brigade
  - set off fire alarm and follow fire evacuation procedure
- 3.3 The duty Warden should ensure residents are in a safe place, if necessary using the 'Safe Place' at St Mary's Church Hall
- 3.4 Always the Chair or Vice Chair should be informed that this action has been required, and as a courtesy Rev Tony Rindl (or his successor) who is both vicar of St Mary's and a Trustee should be informed.
- 3.5 The duty Warden should coordinate with the attending emergency services, in particular advising them of any residents who may be in need of assistance and/or rescue
- 3.6 Both the Chair and Vice Chair should be notified of the incident as soon as possible, immediately if fire brigade are called, next day if the incident is dealt with without emergency services and will attend as soon as they are able
- |            |                |              |
|------------|----------------|--------------|
| Chair      | Felicity Evans | 07702 612230 |
| Vice Chair | Nigel Ineson   | 07525 021189 |
- 3.7 The Warden should not speak to the Press but refer any Press enquiries to the Chair or Vice Chair.

## Fire alarm testing

- 4.1 The Warden should test the Fire Alarm every Monday morning and record tests on the relevant form which is kept in number 19. The alarms should be activated by pressing the four alarm buttons on a rota basis (one point each week).

### FIRE ALARM TEST LOG

Date	Time	Which alarm point activated?	Both alarms sounding?	Control panel reset?	Comments	Signature of person conducting test

- 4.2 Fire drills will be run at least annually with the times taken to evacuate being recorded on the Fire Drill report form appended

#### **This policy has been approved for issue by the board of trustees:**

Name: Felicity Evans MBE, Chair of Trustees

Date: 10 June 2025