**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.

**1. Essential information**

|  |  |  |
| --- | --- | --- |
| **Keyholders** | **Name / location** | **Contact number/s** |
| 1 | To be arranged | To be arranged |
| 2 | To be arranged | To be arranged |

|  |  |  |
| --- | --- | --- |
| **Emergency** | **Name/location** | **Contact number/s** |
| Fire | Essex Fire and Rescue Service | 999 |
| Police | Essex Police | 999 or 101 |
| Vet | Goddard Vets  4 Timber Hill Rd, Caterham CR3 6LD | 01883 345277 |
| Alternative  Accommodation | To be arranged | To be arranged |
| Deputy in absence of license holder/s for long period | To be arranged | To be arranged |

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

All staff/emergency contacts are familiar with the plan, and there is a regular emergency drill.

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|  | **Action** | | |
| 1. | Alert all staff on premises | | |
| 2. | Sufficient leads stored for maximum number of dogs | Location | Dog Room store cupboard. |
| 3. | Evacuation of all dogs to designated fire assembly point | Location | Yew Tree road |
| 4. | Close all doors and windows once premises empty | | |
| 5. | Call emergency services | Contacts | 999 |
| 6. | Ensure all animals/staff present | Location of staff/animal list | No staff employed. |
| 7. | Contact alternative boarding premises | Contact | To be arranged.  Owners or the nominated emergency contact will be contacted to establish an alternative person the dog(s) can be transferred to. |
| 8. | Transport animals | Vehicle(s) to use | Service Providers Vehicle -Legal accommodation for six dogs. Additional vehicles provided by Emergency contacts, as listed. |