



Fire Safety and Emergency Procedures

Last Updated: April 2026

Fire Safety and Emergency Procedures

Purpose of this policy

This policy outlines how MENT4 staff should respond to fire risks and emergency situations. It is designed to ensure that all staff, young people and visitors can be evacuated safely and that emergencies are handled calmly and effectively.

MENT4 delivers work across a range of venues, so staff must be aware of and follow the procedures relevant to each setting.

Core principles

In any emergency, staff must:

- prioritise safety above all else
- remain calm and act quickly
- follow the venue's procedures
- ensure young people are supported and supervised
- not take unnecessary risks
- seek help where needed

Fire safety awareness

Staff should:

- familiarise themselves with fire exits and escape routes
- know the location of fire alarms and extinguishers
- be aware of assembly points
- understand basic fire safety procedures
- identify potential fire risks

This should be done at the start of any new venue or activity.

Preventing fire risk

Staff should take reasonable steps to reduce fire risk.

This includes:

- not blocking fire exits or escape routes
- using electrical equipment safely
- reporting faulty equipment
- avoiding unsafe use of appliances
- following venue safety rules
- maintaining awareness of surroundings

Any fire hazards should be reported immediately.

What to do in the event of a fire

If a fire is suspected or identified, staff must:

- raise the alarm immediately
- follow the venue's evacuation procedure
- evacuate the building safely and quickly
- guide young people to the nearest safe exit
- proceed to the designated assembly point
- not stop to collect personal belongings
- not use lifts where applicable

Staff must ensure young people remain supervised at all times.

Supporting young people during evacuation

Staff are responsible for the young people in their care.

Staff should:

- give clear and calm instructions
- assist anyone who needs help
- ensure no one is left behind
- account for all young people where possible
- remain with the group at the assembly point

If a young person is missing, this must be reported immediately.

Assembly points

Once evacuated, staff must:

- go to the designated assembly point

- remain there until instructed otherwise
- avoid re entering the building until it is safe to do so

Staff should be aware of assembly points for each venue used.

Use of fire extinguishers

Staff should only attempt to use a fire extinguisher if:

- they are trained to do so
- it is safe to do so
- the fire is small and manageable
- there is a clear escape route

Staff must not put themselves at risk.

Other emergency situations

Emergencies may include:

- medical emergencies
- violent or aggressive incidents
- lockdown situations
- environmental hazards
- serious safeguarding incidents

In any emergency, staff should:

- prioritise safety
- follow venue or MENT4 procedures
- seek support
- contact emergency services where required
- inform MENT4 as soon as possible

Lockdown procedures

In some situations, it may be safer to remain inside a building.

Staff should follow the venue's lockdown procedures, which may include:

- securing doors and windows
- moving to a safe area
- remaining quiet and calm
- keeping young people together and reassured
- awaiting further instruction

Communication during emergencies

Staff should:

- follow instructions from venue staff or emergency services
- inform their line manager or relevant lead as soon as possible
- avoid sharing unverified information
- maintain confidentiality

Recording and reporting

All fire incidents and emergency situations must be reported and recorded in line with MENT4 procedures.

This helps MENT4:

- review what happened
- improve safety measures
- provide appropriate follow up

Training and awareness

MENT4 may provide training or guidance on fire safety and emergency procedures.

Staff are expected to:

- follow training provided
- stay aware of procedures
- ask questions if unsure
- act responsibly in emergencies

Final note

Emergencies can happen at any time. Being prepared and responding calmly can make a significant difference. By understanding procedures and acting quickly, staff help ensure the safety of everyone involved in MENT4 activities.

This document has been approved by:

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A handwritten signature in blue ink, appearing to be "L. Peters".

Helping young people discover what they are MENT4

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