

**Fire Safety Protocol 10**



**Fire Emergency  
Planning and  
Procedures**

## Fire Emergency Evacuation Planning and Procedures

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|---|--|
| <b>Building Name/Number and Address</b> |  |
| <b>Name of Responsible Person</b>       |  |
| <b>Responsible Persons Appointment</b>  |  |
| <b>Name of Person Developing Plan</b>   |  |
| <b>Appointment</b>                      |  |
| <b>Date Plan Produced</b>               |  |
| <b>Plan Review Date</b>                 |  |

### 1. Fire Action

#### **If you discover a fire:**

Operate the fire alarm

Contact the Fire Service

Attempt to extinguish the fire using the appliances provided, but do not endanger yourself or others in doing so

#### **If you hear the fire alarm:**

Leave the building by the nearest exit available unless informed otherwise by the person responsible for the workplace

Close all windows and doors behind you if considered safe to do so

Proceed to the designated fire Assembly Point

#### **DO NOT:**

Stop to collect personal belongings

Use a lift

Re-enter the building, unless authorised to do so

Take any un-necessary risks, which could endanger yourself or others

## 2. **How the Fire and Rescue Service (FRS) and any other emergency services are to be called**

Contact the FRS via SHSC's 24-hour Switchboard on the emergency internal number **2222**. In the event that **2222** is unavailable dial **999** by other means.

The person discovering the fire is to call the FRS or, where considered appropriate due to the nature of the circumstances of the fire, nominate another member of staff.

## 3. **Fire warning system, (description of bells/sirens/voice etc. and types of signals and location of system panels)**

The fire alarm, when activated, will ring with a **continuous tone** throughout the immediate work area indicating that the area is to be evacuated. Where additional areas have been fire protected the fire alarm tone may ring with an **intermittent tone** indicating that evacuation may be un-necessary, but occupants should prepare to evacuate should the intermittent tone change to a continuous tone.

## 4. **Duties and Responsibilities**

### **Responsible Person in Charge (RPIC)**

The Responsible Person in Charge (RPIC) is to control and co-ordinate all activity within the work area for which they have delegated responsibility affected by a fire, they are liaise with and co-opt assistance from any appropriate member of staff to minimise the impact of a fire occurrence on life safety, the delivery of patient care, the environment and property.

### **Fire Warden**

The RPIC will ensure that appropriate persons are nominated to undertake the role and responsibility of a Fire Warden and direct their actions to assist occupants to evacuate the workplace and proceed to a place of relative safety either within the building or to an external location away from the building.

### **Staff**

All staff have a 'Duty of Care' to ensure they comply with any reasonable instruction provided to them by the RPIC or other Manager to assist in minimising the effect of an occurrence that may be detrimental to the health and safety of occupants. Staff should implement any reasonable instruction given to them considered to minimise the impact of a fire occurrence on life safety, the delivery of patient care, the environment and property.

## 5. **Arrangements for the safe evacuation of persons identified as being especially at risk from fire**

Persons with **Visual, Hearing** or **Mobility** restrictions are to be provided with assistance if necessary to move to the designated place of safety. Mobility-restricted persons may be required to be moved to the designated Refuge Assembly Point and wait for all walking persons to be evacuated prior to be assisted by a designated member of staff, the RPIC will liaise with the FRS informing of them any on-going evacuation should they arrive before a full evacuation has been completed.

## **6. Liaison with Fire and Rescue Service on arrival**

The RPIC (or nominated member of staff) is to meet the FRS informing them of the location and type of fire (combustible materials, electrical, flammable liquid etc) location of all occupants.

## **7. Training**

The RPIC is to ensure all staff have undertaken training and are appropriately competent to implement their duties and responsibilities.