Evacuation Procedures
For

(Facility name and address)

Compiled by:
Date:

This document is subject to regular reviews, if you have any comments or suggestions please forward them to the Fire Safety Department for consideration at fire.safety@southerntrust.hscni.net
Facility evacuation procedures

1.0 Introduction

It is a legislative requirement that all facilities have adequate arrangements in place for their evacuation.

This facility is to be evacuated on the discovery of a fire or the activation of the fire alarm system. This document sets out the evacuation procedures.

All the sections in Appendix A must be completed by the line manager of the Nominated Fire Officer or where there is more that one Nominated Fire Officer, the line manager of the Nominated Fire Officer who has the most number of staff.

2.0 Fire safety management

All facilities are required to have Nominated Fire Officers or in their absence Deputy Nominated Fire Officers at all times.

The Nominated Fire Officer/s (appendix A) has the responsibility for local fire safety provisions including adequate evacuation arrangements. Line managers are responsible for ensuring Nominated Fire Officers are in place and provided with adequate resources to undertake their responsibilities. Where this is not the case Directors are required to be informed by line managers so that Nominated Fire Officers can be appointed and sufficient resources are provided.

Where more than one Nominated Fire Officer is appointed in a building the Nominated Fire Officer with the most staff must take the lead role for fire safety arrangements that cover all areas such as evacuation drills and testing of the fire alarm.

Evacuation procedures to be reviewed by Nominated Fire Officer/s and line managers annually and updated as necessary.

Specific advice on fire safety arrangements can be obtained from the Trust’s Fire Safety Department.
3.0 Preparation

In preparation for a fire incident it is essential that:

- A Nominated Fire Officer is in place
- Sufficient Deputy Nominated Fire Officers are in place to cover in the absence of the Nominated Fire Officer
- All staff know their responsibilities and action to take in a fire incident, activation of fire alarm or evacuation
- All staff have attended fire training pertaining to their responsibilities and adequate training records are kept
- All staff are aware of clients and visitors
  - who require assisted evacuation
  - What their needs are
  - Numbers of clients, visitors and staff are known in facility
- Where applicable, a specific Personal Emergency Egress Plan (PEEP) is in place for staff who require assistance to evacuate.
- Designated staff have been trained in the use of evacuation aids where they are needed
- At least one fire evacuation drill is carried out annually and ‘log sheet’ completed
- Fire alarm is tested weekly and ‘log sheet’ completed
- Implement suitable fire safety ‘house rules’ including an inspection schedule to ensure
  - Means of escape routes are unobstructed
  - All means of escape doors can be easily opened; it is important that doors that are not normally used are checked, as the locking mechanism may become difficult to operate
  - Fire extinguishers are correctly positioned
  - All evacuation aids are correctly positioned, eg evacuation chairs located at refuge areas
  - Other relevant matters
4.0 Actions to take if a fire is discovered or suspected:

- **STAY CALM**
- Immediately raise the fire alarm by breaking the glass in the nearest manual call point (MCP) (red box usually sited at entrance/exit doors or stair landings)
- Call the Fire and Rescue Service by dialling 999 (the Nominated Fire Officer or Deputy to ensure this is carried out)
- The information that needs to be provided to Fire and Rescue Service is
  - Address of facility including postcode
  - Telephone number
  - Details of incident
  - Any missing person/s
  - Potential hazards
  - Details of contact person on site
  - Details of types of person/s to be evacuated
- Evacuate all occupants out of the building to the assembly point at _______________
  - Evacuate occupants immediately starting with those closest to the fire beyond a set of fire doors and then out of the building
  - Do not stop to collect belongings
  - If applicable, do not use lifts
- Fight the fire only if it is safe to do so using the available fire fighting equipment.
- If the fire cannot be extinguished, close the door and evacuate occupants away from the fire.
- Only if it is safe to do so, staff should carry out a ‘sweep’ of area to ensure all occupants have evacuated.
- The Nominated Fire Officer/Deputy Nominated Fire Officer or anyone deputising on their behalf will assume responsibility (person-in-charge) of the incident and direct staff along the lines of action stated above. They will also be the main liaison point for the Fire and Rescue Service on arrival and where possible should have the following information;
  - Location of fire
  - Location of fire hydrants
  - Location of any specific hazards that would affect fire fighters, eg gas cylinders, highly flammable substances, etc.
  - If anyone is in the building, how many, their location, their evacuation/care needs
- The person-in-charge must take roll call of all clients and staff at assembly area and ensure no one re-enters the fire zone until permission is received from the Senior Fire and Rescue Service Officer.
- Inform the Trust switchboard at _______________ (nearest acute hospital)
- KNOW THE LOCATION OF THE MANUAL CALL POINTS AT YOUR WORKPLACE
5.0 Actions to take if fire alarm is activated

- **STAY CALM**
- Call the Fire and Rescue Service by dialling 999 (the Nominated Fire Officer or Deputy to ensure this is carried out)
- The information that needs to be provided to Fire and Rescue Service is
  - Address of facility including postcode
  - Telephone number
  - Details of incident
  - Any missing person/s
  - Potential hazards
  - Details of contact person on site
  - Details of types of person/s to be evacuated
- If a fire is confirmed and if this information has not been conveyed to the Fire and Rescue Service, contact the Fire and Rescue Service again and confirm there is a fire as they will send more fire appliances.
- Evacuate all occupants out of the building to the assembly point at ______________
  - Evacuate occupants immediately starting with those closest to the fire beyond a set of fire doors and then out of the building
  - Do not stop to collect belongings
  - If applicable, do not use lifts
- Fight the fire only if it is safe to do so using the available fire fighting equipment.
- If the fire cannot be extinguished, close the door and evacuate occupants away from the fire
- Only if it is safe to do so, staff should carry out a ‘sweep’ of area to ensure all occupants have evacuated
- The Nominated Fire Officer/ Deputy Nominated Fire Officer or anyone deputising on their behalf will assume responsibility (person-in-charge) of the incident and direct staff along the lines of action stated above. They will also be the main liaison point for the Fire and Rescue Service on arrival and where possible should have the following information;
  - Location of fire
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  - Location of any specific hazards that would affect fire fighters, eg gas cylinders, highly flammable substances, etc.
  - If anyone is in the building, how many, their location, their evacuation/ care needs
- The person-in-charge must take roll call of all clients and staff at assembly area and ensure no one re-enters the fire zone until permission is received from the Senior Fire and Rescue Service Officer.
- If there is a fire incident inform the Trust switchboard at ______________
  *(nearest acute hospital)*
6.0 Assisted evacuation

The overriding aim of evacuation is to remove people from the immediate danger of fire. When a fire is discovered or when the fire alarm is activated, staff should be primarily concerned with the safety and welfare of anyone in their care and evacuate the building immediately.

Most clients within the resource centre will require some degree of assistance. This assistance will depend upon the specific needs of the individual. The handling of clients and others requiring assistance in an emergency will employ similar techniques to those used in day-to-day activities, albeit under increased pressure of time.

On the activation of the fire alarm and the subsequent need to evacuate, staff will go through a dynamic risk process that includes the following key elements;
- Evacuation of clients, visitors and members of staff under immediate risk
- Close the door to the room of fire origin
- Provide assistance in evacuating the reminder of the facility

Staff who require assisted evacuation require to be offered a ‘Personal Emergency Egress Plan’ (PEEP). This will identify how they will be evacuated and what assistance will be required. Line managers have the responsibility of ensuring staff are offered a PEEP, and where accepted ensure that a PEEP is put in place and maintained.

7.0 Actions to be taken after a fire incident or unwanted fire alarm signal

The Fire Safety Department is to be contacted immediately if there is a fire incident.

If there is a fire incident the Nominated Fire Officer is to complete the Trust’s IR1 incident reporting and the FPN 11 form.

If there is an unwanted fire alarm signal (or false alarm) the Nominated Fire Officer is to complete the FPN11 form.

The FPN11 form can be obtained from the Trust’s Intranet and must be completed and returned to the Fire Safety Department within 24 hours of an incident occurring.
Appendix A

All the following sections must be completed by the line manager of the Nominated Fire Officer or where there is more than one Nominated Fire Officer, the line manager of Nominated Fire Officer who has the most number of staff.

1. The Nominated Fire Officer/s for this facility are

<table>
<thead>
<tr>
<th>Nominated Fire Officer</th>
<th>Line Manager</th>
<th>Area/s covered</th>
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2. Where this is more than one Nominated Fire Officer, the Nominated Fire Officer with the most staff is required to take the lead, **this is**;